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SUFFOLK UNIVERSITY

ENTRANCE BULLETIN-1971
Days-Evenings-Graduate





The provisions of this bulletin are not an irrevocable contract between the student and the University. The University reserves the right to change any provision or requirement at any time within the student's term of residence. The University further reserves the right to ask the student to withdraw for cause at any time.

SUFFOLK UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

COLLEGE OF JOURNALISM

COLLEGE OF BUSINESS ADMINISTRATION

GRADUATE SCHOOL OF ADMINISTRATION

GRADUATE EDUCATION

GRADUATE CHEMISTRY AND PHYSICS

EVENING DIVISION

SUMMER SESSION

LAW SCHOOL (See Separate Catalogue)

ENTRANCE BULLETIN

1971

BEACON HILL, BOSTON, MASSACHUSETTS





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CORRESPONDENCE

All correspondence concerning admission to any of the Colleges, Day or Evening, should be addressed to Director of Admissions, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.

All other correspondence should be addressed to Registrar, Suffolk University, 41 Temple Street, Boston, Massachusetts 02114.

OFFICE HOURS

During the academic year, the University Office is open Mondays through Fridays from 8:45 A.M. to 4:45 P.M.; Saturdays from 9:00 A.M. to 12:00 Noon; and on Tuesdays and Thursday evenings from 5:00 to 8:00 P.M.

Telephone 227-1040

SUFFOLK UNIVERSITY BULLETIN

Volume LXIV

August 1, 1970

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The Suffolk University Bulletin is published seven times a year, as follows: No. 1, March 15 (Law School); No. 2, March 15 (Summer Session); No. 3, April 30 (Graduate School); No. 4, August 1 (Evening Division); No. 5, August 1 (College); No. 6, August 15 (Entrance); No. 7, November 30 (Evening Division).

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41 Temple Street

Beacon Hill, Boston, Massachusetts

Phone 227-1040

1972

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COLLEGE CALENDAR

1970 - 1971

FALL SEMESTER *1970

Registration for returning day and evening Seniors and returning Graduate students	Wednesday, September 9
Freshman Orientation	Wednesday, September 9
Registration for returning day and evening Juniors and for returning evening Sophomores and Freshman and for new evening students	Thursday, September 10
Orientation for new transfer students	Thursday, September 10
Registration for returning day Sophomores and returning day Freshman	Friday, September 11
Registration for new day Sophomores, Juniors, Seniors and new day Graduate students and for new evening students	Monday, September 14
Registration for new day Freshman and new evening students	Tuesday, September 15
Last day for Fall registration without payment of late registration fee	Tuesday, September 15
Regular Classes convene for Fall Semester (Day and Evening)	Wednesday, September 16
Last day for evening student admissions	Thursday, September 17
Saturday classes convene	Saturday, September 19
Commencement Day	Sunday, September 20
Last day for late registration	Wednesday, September 23
Last day for course changes	Saturday, September 26
Founder's Day	Thursday, October 1
Columbus Day (Holiday)	Monday, October 12
Spring and Summer Final Make-up Examinations	October 14 and 15
Veterans Day (Holiday)	Wednesday, November 11
Thanksgiving Recess	Begins 1 p.m. Wednesday November 25 through Sunday, November 29
Faculty course advising for students	November 30 through December 22
Christmas Recess	Wednesday, December 23 through Sunday, January 3
Classes resume	Monday, January 4

Last classes for Fall Semester	Tuesday, January 5
Fall semester examinations	Wednesday, January 6 through Friday, January 15

SPRING SEMESTER 1971

Registration for all returning day students	Wednesday, January 6 through Wednesday, January 13
Registration for all returning evening students	Monday, January 11 and Tuesday, January 12
Registration for new day and evening students	Monday, January 18 and Tuesday, January 19
Last day for Spring registration without payment of late registration fee	Tuesday, January 19
Classes convene for Spring semester	Wednesday, January 20
Last day for evening student admissions	Thursday, January 21
Last day for late registration	Wednesday, January 27
Last day for course changes	Saturday, January 30
Washington's Birthday (Holiday)	Monday, February 15
Fall Final Make-up examinations	Wednesday, March 3 and Thursday, March 4
Evacuation Day (Holiday)	Wednesday, March 17
Spring Recess	Sunday, April 4 through Sunday, April 11
Faculty Course advising for students	April 12 through May 7
Patriots Day (Holiday)	Monday, April 19
Reading Period	Monday, May 10 and Tuesday, May 11
Spring Semester examinations	Wednesday, May 12 through Wednesday, May 19
Spring Semester ends	Wednesday, May 19
Alumni Day	Saturday, June 5
Commencement Day	Sunday, June 13

FALL SEMESTER, 1971

Labor Day	Monday, September 6
Registration	Wednesday, September 8 through Tuesday, September 14
Classes convene for Fall Semester	Wednesday, September 15

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MARY T. BRADY, R.N.	<i>University Nurse</i>





I Suffolk University

HISTORY

Suffolk University is a private, urban, co-educational institution located on historic Beacon Hill in Boston, Massachusetts. It was founded in 1906 when the Suffolk Law School was established. Further development of the University came in 1934 when the College of Liberal Arts first offered courses for undergraduates. Rapid growth followed with the establishment of the College of Journalism (1936) and of the College of Business Administration (1937). It was in April 1937 that the Law School and the three Colleges were incorporated into Suffolk University by the action of the Massachusetts legislature.

The enrollment of the University in 1969-70 consisted of 4743 men and women. Of this total, 3206 were enrolled in the Colleges. The Colleges offer to both day and evening students programs that lead to bachelor's and master's degrees.

The University buildings are located close to the Massachusetts State House and near the area of the "New Boston" Government Center. In September 1966 Suffolk University dedicated a new air-conditioned, seven-story College and Law School complex. This multi-purpose extension of the existing plant provides modern facilities for laboratories, libraries, classrooms, cafeteria, and offices for faculty, administration, and student activities.

Over the sixty year history of Suffolk University, the quality of its faculties and the success of its graduates have gained wide recognition. Men and women,

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educated at this university have become judges, mayors, legislators, teachers in schools and universities, journalists, lawyers, doctors, businessmen, scientists, and social workers. In every professional and commercial field, they are making significant contributions to American society.

OBJECTIVES

"Human progress depends on a double advance — increase in knowledge and the discovering of higher values."

Suffolk University believes in liberal education for all students, regardless of their special academic and vocational interests. The Faculty hopes to develop in its students an awareness and understanding of those values which are basic to civilization. The University believes that its highest purpose should be to provide an environment in which each individual can become acquainted with many branches of knowledge, can gain insight into the problems of human behavior, and can develop flexibility of mind. Creative thinking requires free access to information and freedom to interpret, evaluate, and extend ideas and to communicate them to others. To the advancement of these ends freedom of research and teaching are fundamental.

The opportunity to acquire a liberal education should be available to each person in a democratic society without regard to race, creed, religion, or economic status, but consistent with the student's ability to maintain required academic standards. The University, which is co-educational, is deeply concerned with its role in the development of civic responsibility in students, and attempts to provide through its curriculum the means to achieve this goal.

Suffolk University is like many other universities in its emphasis on the classroom, the library, and the laboratory. Its major contribution to higher education is that it makes available to students in a metropolitan area some of the benefits of a small liberal arts college. An attempt is made to create an educational setting within an urban area which stimulates a degree of intimacy in student-to-student relationships and student-faculty relationships conducive to the greatest possible exchange of ideas.

The objectives of Suffolk University are a reflection of its philosophy:

1. To provide an environment which will encourage freedom of thought and expression in the pursuit of truth, scholarly excellence, and relevant and vital teaching.

2. To provide a strong liberal arts education in order to acquaint students with their cultural heritage and to develop a taste for the best, a sense of values, and awareness of their roles and obligations as citizens of a democratic society.
3. To provide professional and pre-professional programs on both the undergraduate and graduate level in areas such as business administration, law, social work, education, medical technology, journalism, and public service.
4. To provide educational opportunities for qualified men and women who might otherwise be deprived of them as a result of economic, social, or cultural handicaps.
5. To help Greater Boston and the Commonwealth of Massachusetts to solve their social, economic, and cultural problems.

ACCREDITATION AND MEMBERSHIPS

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COLLEGE ENTRANCE EXAMINATION BOARD

COLLEGE SCHOLARSHIP SERVICE

AMERICAN COUNCIL ON EDUCATION

ASSOCIATION OF UNIVERSITY EVENING COLLEGES

AMERICAN ASSOCIATION OF COLLEGES FOR TEACHER EDUCATION

NATIONAL ASSOCIATION OF COLLEGE AND UNIVERSITY SUMMER SESSIONS

AMERICAN ASSOCIATION OF COLLEGIATE SCHOOLS OF BUSINESS ASSEMBLY

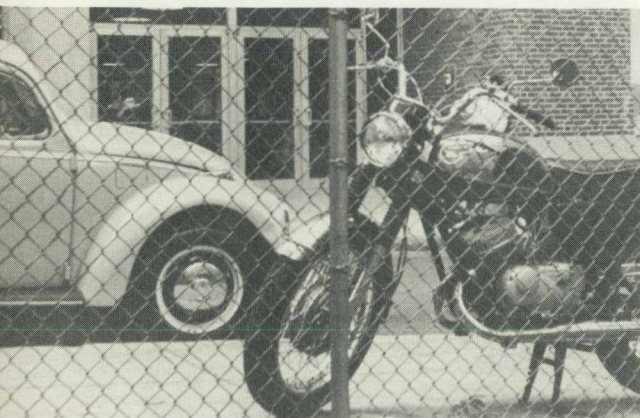
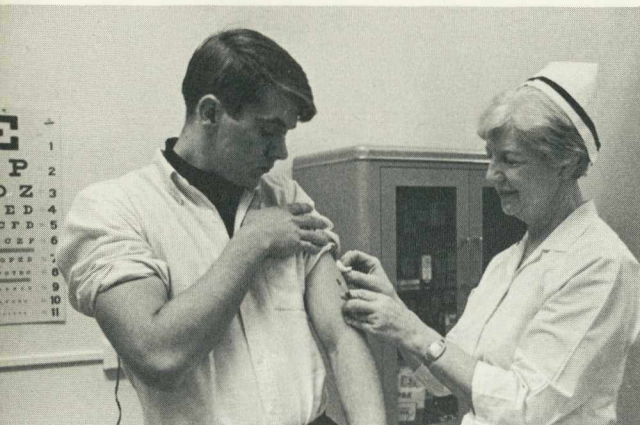
ASSOCIATION OF INDEPENDENT COLLEGES & UNIVERSITIES IN MASSACHUSETTS

NEW ENGLAND ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS

The New England Association of Colleges and Secondary Schools accredits schools and colleges in the six New England states. Membership in one of the six regional accrediting associations in the United States indicates that the school or college has been carefully evaluated and found to meet standards agreed upon by qualified educators. Colleges support the efforts of public school and community officials to have their secondary school meet the standards of membership.

REGISTRATION

The undergraduate curriculum in accounting is registered by the State of New York.



II

Admission

DAY FRESHMAN CLASS

Entrance Requirements

High school and preparatory school graduates, both men and women, may apply for admission to the Freshmen Class. In each case the Admission Committee will consider every type of evidence that bears on the applicant's fitness to do college work. The Committee desires to determine each candidate's ability to be successful in his college studies rather than to insist upon a rigid pattern of college preparatory units.

Candidates for admission to the Day Freshman Class of Suffolk University should present a successful record in a college preparatory program. The areas of preparation should be English, foreign language, mathematics, science, and social studies. The Admissions Committee will consider the quality of the high school record, the class rank, the recommendation of the high school counselor, the College Board scores, and other pertinent information.

College Entrance Examinations

The Scholastic Aptitude Test of the College Entrance Examination Board is required. Three C.E.E.B. Achievement Tests are required. The English Achievement Test is required of all applicants.

EARLY DECISION

Freshmen applicants who seek an early decision for admission should submit an application in the fall of their Senior year. Early decisions are given when there is evidence of three years of highly successful college preparatory study, above-average C.E.E.B. scores (Junior year scores), and a recommendation from a high school counselor. Applicants must complete their applications before November 1st of their Senior year, and are encouraged to call the Director of Admissions for an interview concerning this procedure.

ADVANCED PLACEMENT AND CREDIT

Students entering Suffolk University may qualify for advanced placement and credit in certain courses. College credit as well as advanced placement may be given to those students who have taken the College Board Advanced Placement Test in high school. In special cases, college credit and advanced placement may be given on the basis of knowledge acquired by experience or independent study. To receive this, applicants must have taken the College Level Examination offered by the College Board plus any supplementary tests required by a department.

TRANSFER UNDERGRADUATE STUDENT

Applicants who wish to transfer to Suffolk University from four-year colleges, two-year colleges, or other institutions of collegiate rank should be in good academic and social standing. Transfer credit is given on a semester basis for equivalent college courses in which a grade of "C" or better is attained where "D" is the lowest passing grade. All grants of transfer credit are made on a provisional basis and become final after the student has satisfactorily completed thirty semester hours of academic work at Suffolk University. Students who enter Suffolk University with advanced standing and prove to be inadequately prepared in prerequisite subjects must make up such deficiencies. The Academic Standing Committee reserves the right to reduce or cancel advanced standing credits. The last thirty semester hours in any degree program must be earned at Suffolk University.

Effective September 1970, "D" grades received at other accredited institutions may be allowed toward distribution requirements, but not for degree credit. Transfer students will not have to repeat courses in which they earned "D" grades, but will be required to make up the credit by taking other courses. In the case of subjects that are cumulative in nature, such as foreign language, mathematics, and English, each department will determine by examination whether students must repeat courses in which they earned "D" grades before being allowed to take advanced courses.

EVENING UNDERGRADUATE STUDENTS

Applicants for admission to evening degree programs are expected to meet the same admission standards as day students with the exception that submission of C.E.E.B. Scholastic Aptitude and Achievement Test scores may be waived for applicants who have not taken the test. Applicants for degree programs are expected to provide satisfactory evidence of high school graduation or have a high school equivalency certificate. Aptitude tests may also be administered at Suffolk University for admission, placement, or counseling purposes.

SPECIAL STUDENTS EVENING

A number of special students may be admitted each semester upon satisfying the Director of Admissions as to their ability to profit by the courses to which they seek admission. Special students are those who are not candidates for a degree. Generally special students at Suffolk University are limited to a year of attendance.

Men and women over twenty-one years of age who are mature and determined may be admitted as special students upon recommendation of the Director of Admissions. It will be necessary for the applicant to file an application with the Admissions Office.

Students from other colleges who want to take courses for transfer credit may also apply as special students. A letter of approval from the Dean of the College must accompany the application.

GRADUATE STUDENTS

Business — Chemistry — Physics — Education

The Graduate School of Administration offers an M.B.A. Degree in Business. The College of Liberal Arts offers an M.S. in Chemistry, M.S. in Physics, an A.M. in Education, and an Ed.M. Graduate candidates must have a good undergraduate record.

Business: Candidates applying for the M.B.A. Degree must take the Admissions Test for Graduate Study in Business (ATGSB), and have the results forwarded from Princeton, New Jersey.

Chemistry-Physics: Candidates applying for an M.S. Degree in Chemistry or a M.S. Degree in Physics must furnish two letters of recommendation from persons in the educational profession or field of employment who can discuss candidates' qualifications in Mathematics and Science.

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Education: Candidates applying for an A.M. or Ed.M. must furnish two letters of recommendation from persons in the educational profession. Candidates in the A.M. program will major in elementary or secondary education. Candidates in the Ed.M. program may concentrate in Counseling, in Reading Specialization, or in Foundations of Education. Please also see the section labelled Special Graduate Education Programs for description of the Ed.M. plan not directly related to fulfilling state certification in public education.

FOREIGN STUDENTS

Applications from foreign students are most welcomed at Suffolk University. As Suffolk University is an urban university and does not have a specialized program for foreign students, it is necessary to select those students who are proficient in the reading and writing of English. All applicants must show evidence of above average achievement in work completed in secondary school or institutions of higher learning. Each applicant for admission must have submitted all required credentials four (4) months prior to the start of the classes.

All students from foreign lands except Canadian citizens should write for a Foreign Student Application and special instructions. Foreign students are required to take either the *Test of English as a Foreign Language* or the *Scholastic Aptitude Test*.

DISADVANTAGED STUDENTS

It is the policy of Suffolk University to admit to its membership both faculty and students on the basis of individual merit and without regard to race, color, creed, or national origin. The University, which is co-educational, encourages applications from qualified members of minority groups. Suffolk University has a long-standing commitment to help disadvantaged students. It fulfills this commitment by ensuring that from the standpoint of location, time and cost, its educational facilities are made as accessible as possible to all qualified students. Special scholarships, loans and other financial aids are available to disadvantaged students in need. The Department of Psychological Services provides counseling and other special help to disadvantaged students.

READING DEVELOPMENT

Any student in the Day Division who has a reading handicap which is accompanied by evidence of scholastic underachievement may be required to take a reading development course in addition to the usual course load.

Students who fail to complete satisfactorily the required reading course and who are not in good academic standing may be subject to dismissal from the University.

CLASS HOURS

Day classes normally meet three times a week on Monday, Wednesday, and Friday for fifty minutes, or twice a week on Tuesday and Thursday for seventy-five minutes. Classes meeting on Monday, Wednesday, and Friday have a ten minute break between classes. Classes meeting on Tuesday and Thursday have a fifteen minute break. The period between 1:00-2:15 on Tuesday and Thursday is reserved for student activities, faculty meetings, and guests lecturers. Evening class hours are listed in Section VIII.

Monday, Wednesday, Friday

8:00- 8:50

9:00- 9:50

10:00-10:50

11:00-11:50

12:00-12:50

1:00- 1:50

2:00- 2:50

3:00- 3:50

4:00- 4:50

Tuesday and Thursday

8:30- 9:45

10:00-11:15

11:30-12:45

(Activity Period) 1:00- 2:15

2:30- 3:45

4:00- 5:15

SUMMER SESSION

The Summer Session is conducted for eight weeks for day and evening students in the graduate and undergraduate courses. A student may earn a maximum of nine semester hours of credit in the Day Summer Division or six semester hours of credit in the Evening Summer Division.

- a. Students who wish to commence their degree program in the Summer Session must follow the same procedure as the day and evening degree applicants. Students for the degree program must have all of their credentials on file with the Director of Admissions *one month* prior to the start of classes.
- b. Students who wish to register for the Summer Session only may register with a special summer school application.

Summer Student Teaching Program: Observation and student teaching at elementary and secondary levels is offered for six to eight weeks in cooperation with local public summer schools. These courses fulfill the Massachusetts Teacher Certificate Requirement for student teaching and offer six credits.

This program is restricted to graduates of liberal arts or engineering colleges who can show a satisfactory undergraduate major in subjects they propose to teach.

There is a special application for the Summer Student Teaching Program. All applications for this program must be forwarded to the Director of Admissions. Complete applications and credentials must be received by *April 1st*.

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ADMISSIONS PROCEDURES

All applications must be filed with the Director of Admissions, Suffolk University, 41 Temple Street, Boston Massachusetts, 02114.

A \$15 application fee must be enclosed with each application.

Test Scores (CEEB'S and ATGSB) should be sent directly from Princeton, New Jersey.

A Letter of Activity: A brief statement of activity (school, work, service, etc.) since high school graduation, must be filed by all applicants.

It is the responsibility of each applicant to have all required credentials forwarded directly to Suffolk University.

All freshmen and transfer applications for the Fall Semester-Day Division must be received by *April 1st*.

REQUIRED CREDENTIALS

Day and Evening Division

Applying from High School:

Official school transcript which includes:

- a. Recommendation
- b. Rank in class
- c. Grades (including at least 1st quarter of senior grades)
- d. CEEB Scores

Applying from Preparatory School:

- a. High School transcript
- b. Preparatory transcript
- c. Recommendation
- d. CEEB Scores

Applying as a Transfer Student:

- a. High School transcript
- b. College or Junior College transcript(s)
- c. Letter of Clearance from Dean (Last school you attended as a full-time student)
- d. CEEB Scores

Applying as a Graduate Student:

Business

- a. College transcript(s)
- b. Results of the Admissions Test for Graduate Study in Business (ATGSB)

Chemistry — Physics

- a. College transcript(s)
- b. Two (2) Letters of Reference from persons in the education profession or field of employment who can discuss your math-science qualifications.

Education

- a. College transcript(s)
- b. Two (2) Letters of Reference from persons in the education profession (Professors, superintendents, principals)





III

Finances and Student Aid

TUITION

The tuition for full-time students attending the Colleges as undergraduate or graduate students is \$1,200 for a full program for 1970-1971. A student enrolled in four or five courses will be considered a full-time student.

A student who is given permission to take a sixth course will be charged \$40 for each semester hour of the extra course.

Part-time evening and Adult Education tuition will be based on the \$40 per semester hour rate: \$120 for a three semester hour course and \$160 for a four semester hour course.

Tuition for students enrolled in extension courses will be charged at the rate of \$40 per semester hour credit in those courses.

A fee at the rate of \$40 for each equivalent semester hour is charged for courses which carry no credit toward graduation. These courses may be the various remedial courses and courses to make up secondary school deficiencies.

All payments should be made at the Accounting Office, Temple St. Building. Checks should be made payable to Suffolk University.

DEFERRED TUITION PAYMENT

While the tuition and fees for each semester are due at the time of registration, students who find it necessary may arrange for a deferred tuition payment

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plan. It must be clearly understood, however, that *each student who registers is obligated for the tuition charges of the full semester*, even though in approved emergencies partial refunds may be made as described on page 16. There are two payment plans available:

Plan 1: *One payment* of all charges (for full semester) before registration for each semester.

Plan 2: *Two payments*—one half before registration; one half in sixty days. (*Limited to students carrying two or more courses.*)

A service charge of \$5.00 per semester is added to the tuition bill under Plan 2.

In the event that the second installment under Plan 2 is not paid on time, a \$10 Late Tuition Fee is charged.

No other provision is made for installment payment, whether monthly, quarterly or otherwise, directly with the College. Parents or students who wish to make such arrangements should do so with a bank or other commercial firm that handles such financing.

Many states have a bank guarantee program for long-term, low-interest education loans.

Parents should investigate and evaluate the different programs before committing themselves to a particular repayment schedule. Whenever required, the College will be happy to cooperate with parents in arranging for loans with these outside institutions.

SUMMER SESSION TUITION

The 1971 Summer Session rate will be \$40 per semester hour.

All Summer Session students who take one course will pay their tuition in full, plus Laboratory fees if any, at the time of registration.

All "regularly enrolled students" of Suffolk University may use the Deferred Payment Plan if they are taking two or more courses. A "regularly enrolled student" is one who was enrolled in the preceding academic year or who has been accepted for admission to the Fall Semester that immediately follows the Summer Session.

All students who are not "regularly enrolled students," as defined above, are required to pay the full Summer Session tuition at the time of registration.

APPLICATION FEE

An application fee of \$15 must be sent by all new applicants, re-applicants, and re-entry applicants who are seeking admission to any undergraduate or graduate program. No application is recorded until this fee has been received. *This fee is not a part of the tuition and cannot be refunded.*

TUITION DEPOSIT

A tuition deposit of \$50 will be requested of applicants who have been accepted for the day division. This deposit will be credited to the first tuition payment. Applicants for the fall semester, accepted prior to March 1st, will be asked to pay the tuition deposit by March 15th. Applicants accepted after March 1st will be given two weeks to pay this fee. *The tuition deposit will not be refunded to applicants who fail to register at the beginning of the semester.*

ACTIVITIES FEE

A student activities fee of \$18 per year is charged to all undergraduate day students. Students are required to pay this fee along with their tuition at the time of registration. Upon the payment of this fee, students will be issued identification cards which will entitle them to attend several dances and selected plays, and to free membership in at least two clubs. During Junior and Senior Year the card admits to the Junior-Senior Prom. Seniors attend the Junior-Senior Banquet free and receive a copy of their yearbook without charge.

LABORATORY FEE

Students taking regular laboratory courses in Biology, Chemistry, Physics, Experimental Psychology, Science 1.1-1.2, and Science 1.3-1.4 will pay a laboratory fee of \$15 per semester or \$30. for the full year course. Fees are payable at the beginning of each semester. No fee is charged for the use of the Speech-Language Laboratory.

LABORATORY BREAKAGE

Students will be billed each month for the breakage of any laboratory equipment. Bills must be paid when presented.

MAKE-UP AND OTHER SPECIAL EXAMINATIONS

A fee of \$5 will be charged for each special examination. Special make-up examinations will be given to those who, for sufficient cause, have been absent from semester examinations or Reading Comprehension Examinations. *A student must make a written request to the Dean of Students setting forth the reasons why the privilege of a special examination should be granted, within one week after the date on which the examination was scheduled.* See "Absence from Final Examinations," p. 93.

The grade "F" is a grade given for the work of a course and, therefore, cannot be changed by special examination.

GRADUATION FEE

The graduation fee, including diploma, is \$25. It is due and payable one month prior to graduation.

TRANSCRIPT OF RECORD

Students may obtain certified transcripts of their college record from the Registrar's Office. There is no charge for the first transcript. A charge of \$1 will be made for the second copy and for subsequent copies not ordered at the same time. In the event that several transcripts are ordered at one time, a charge of \$1 will be made for the second copy and of \$.50 each for additional copies. *Requests for transcripts should be made in writing at least one week in advance of the date on which a transcript is desired. No transcript will be issued until the transcript fee has been paid.*

LATE REGISTRATION FEE

A fee of \$10 is charged to any student who registers after the closing date announced in the College Calendar for registration in any semester or summer session.

CHANGE OF COURSE FEE

A fee of \$2 is charged to any student who requests a change of course after classes have commenced in any semester or summer session.

WITHDRAWAL AND REFUNDS

Students who are obliged to withdraw before the end of the fourth week of the Fall or the Spring semester may, on approval of the Dean of Students and the Assistant Treasurer of the University, receive a partial refund of the tuition fee paid. (See "Withdrawal from College," p. 97.) Tuition is refundable according to the following schedule:

Withdrawal notice filed and approved within:	Tuition Refund
One week of opening of semester	80%
Two weeks of opening of semester	60%
Three weeks of opening of semester	40%
Four weeks of opening of semester	20%
After four weeks of opening of semester	0%

To receive a refund a student must give advance notice in writing to the Registrar of his intention to withdraw or, if that is not possible, a written explanation of his withdrawal within five days thereafter.

The Summer Session schedule of refunds is as follows:

Withdrawal notice filed and approved within:	Tuition Refund
One week of opening of session	75%
Two weeks of opening of session	50%
After two weeks	0%

FINANCIAL ASSISTANCE

Throughout the history of Suffolk University it has been the general policy to encourage and foster education for students of limited means. This has been made possible through bequests, grants, and gifts, from members of the Faculty, Trustees, Alumni, and friends of the college. Funds for scholarships, student assistantships, Work-Study jobs on and off campus, and loans total over \$500,000 per year. Approximately one-third of our students received financial aid during 1969-70.

The Dean of Students administers scholarships and other forms of financial assistance. Entering students desirous of applying for financial assistance must follow all steps outlined under Admissions Procedures in addition to filing a Suffolk University Financial Assistance application with the Dean of Students Office and the Parents' Confidential Statement with the College Scholarship Service by March 1, 1971. Financial assistance decisions are made shortly after an Admissions decision has been made. Eligibility for financial assistance is established by submitting the Parents' Confidential Statement, issued by the College Scholarship Service, P.O. Box 176, Princeton, New Jersey 08540.

TRUSTEE SCHOLARSHIPS FOR ENTERING FRESHMEN

A number of Trustee Scholarships are available annually for incoming Freshmen. Information concerning these awards may be obtained from the Director of Admissions. Freshman scholarship applicants are required to file a Parents' Confidential Statement with the College Scholarship Service and on the Statement to name Suffolk University to receive a transcript of the Statement.

TRUSTEE SCHOLARSHIPS FOR OTHER UNDERGRADUATES

All Suffolk undergraduate students, while in attendance at the University, may apply for scholarship aid. To be eligible for a scholarship the student must be able to demonstrate financial need and must also meet academic standards established by the Faculty. All applicants for these scholarships are required to file a Parent's Confidential Statement at the Office of the Dean of Students when they request consideration. Forms may be obtained from this office. The amount of each award varies with the need of the individual.

GRADUATE FELLOWSHIPS

The University Board of Trustees has established eight full tuition Fellowships for graduate study at Suffolk University to be awarded annually to well-qualified graduates of the Colleges of Suffolk University and the graduates of other colleges. Four of these Trustee Graduate Fellowships may be awarded to master's candidates in Education and four to master's candidates in Business Administration. Fellows are expected to assist their department as needed. They must carry a full load of either four or five courses.

RICHARD CARDINAL CUSHING SCHOLARSHIP

Through the generous gift of His Eminence Richard Cardinal Cushing, Archbishop of Boston, and his friends, an annual full-tuition scholarship has been established for a needy student at Suffolk University. To be eligible for this award the student must have financial need and must have demonstrated satisfactory academic achievement.

DANIEL BLOOMFIELD SCHOLARSHIP IN BUSINESS ADMINISTRATION

Established in October 1963, by the Trustees of Suffolk University in memory of the late Trustee, Daniel Bloomfield, this scholarship is to be awarded annually in an amount equivalent to one year's tuition to an outstanding student in the College of Business Administration.

MIO DAVIS MARKETING SCHOLARSHIP

Through the gift of Mr. Boston Distiller, Inc., an annual \$150 scholarship is offered to a junior in the College of Business Administration who is majoring in the area of marketing. This scholarship has been established in honor of the late Mr. Mio Davis, former Massachusetts sales manager of Mr. Boston Distiller, Inc., and alumnus of Suffolk University. The scholarship is awarded to the son or daughter of a Mr. Boston Distiller, Inc., employee who is in good standing and is selected on the basis of financial need. If no such application is presented, selection will be made from the students in the junior class.

SCHOLARSHIPS FOR DISADVANTAGED STUDENTS

The Board of Trustees and friends of Suffolk University have established a number of scholarships for qualified disadvantaged students in need. Those eligible may be enrolled in any of the colleges of the University in either the Day or the Evening Divisions. These scholarships may be renewed, provided that the recipient remains in good academic standing and is in need of financial aid.

DENNIS C. HALEY MEMORIAL SCHOLARSHIP

In memory of Dr. Dennis C. Haley, the late President of Suffolk University, the Board of Trustees has established an annual full-tuition scholarship for a student in one of the Colleges. To be eligible for this award the applicant must qualify both in financial need and in satisfactory academic standing.

TRUSTEE SCHOLARSHIPS FOR EVENING UNDERGRADUATES

Funds to support several partial tuition scholarships for Evening undergraduate students were set aside by the Board of Trustees in January 1966 for this special purpose. As in the case of other University scholarships, evening students who apply for these scholarships must establish financial need and must be in good academic standing. Applicants are required to file a Confidential Statement of their financial need. The amount of these awards varies with the requirements of the individual.

STUDENT ASSISTANTS

Each year a number of qualified upperclassmen are appointed as laboratory assistants in Accounting, Biology, Chemistry, Physics, Psychology and Science; and also a few mature graduate students are appointed as research assistants in the Department of Psychological Services.

FOREIGN STUDENT ASSISTANT PROGRAM

Suffolk University offers annually, through the Department of Modern Languages, three assistantships for students from France, Germany and a Spanish speaking country. Foreign student assistants provide informal help in their native language to Suffolk University students, and also cooperate in a wide range of Departmental activities. The terms of the Trustees Foreign Student Scholarships provide a stipend and tuition for a full program of courses. The scholarships are renewable, and Foreign Student Assistants may be candidates for a degree at the University.

FOREIGN STUDENT-TEACHER EXCHANGE PROGRAM

The Department of Modern Languages participates whenever possible in direct exchange arrangements with foreign educational institutions. In this program, a qualified foreign teacher or graduate student is invited to the University to serve as Assistant in the Department of Modern Languages, and to teach basic courses in his native language. A similar opportunity abroad is provided for a graduated Suffolk University language major, selected by the Department of Modern Languages.

WORK-STUDY PROGRAM

In the Spring of 1966 a Work-Study Program was initiated at Suffolk University supported with funds granted by the United States Office of Education under Title IV of the Higher Education Act of 1965. This program enabled the University to expand the already existing student assistant program. Work-Study students must have limited financial resources as defined by the Higher Education Act. They may be assigned jobs at the University or at other approved educational, social, or governmental agencies with which Suffolk University has made co-operative arrangements. Work-Study students may work at a job on the average of 15 hours per week while attending classes during the college year. The rate of pay is \$1.75 per hour on campus.

NATIONAL DEFENSE STUDENT LOAN FUND

During the Spring Semester 1959 a loan fund was established at Suffolk University under Title II of the National Defense Education Act of 1958. Full-time and half-time students, either undergraduate or graduate, are eligible for substantial annual loans from this fund to be used to help defray tuition or other costs associated with college attendance. The rules under which National

Defense Loans are granted stipulate that the applicant must prove financial need and must be capable of maintaining good academic standing in college. Application blanks for these loans may be obtained from the Dean of Students.

SUFFOLK UNIVERSITY TRUSTEE GRADUATE SCHOLARSHIP

To encourage graduate work among Suffolk students, the Trustees of Suffolk University established in 1960 a graduate scholarship to be granted annually to an exceptionally able member of the graduating class. The scholarship will cover graduate tuition plus an allowance for living expenses. The student must be specially recommended by his major professors, he must be accepted for full-time graduate work by a well-recognized graduate school, and he must be someone who would not be able to go to graduate school without financial assistance. If there is no suitable candidate in the graduating class in any one year, the scholarship may be cumulative or be given to a graduate of a previous year. The student is selected by the Dean and a representative faculty committee upon recommendations made by the faculty of the Colleges as a whole.

ALBERT K. SHELDON LOAN FUND

The members of the family of the late Mr. Albert K. Sheldon in 1955 established a loan fund. Students who have attended classes at the University for one or more semesters may apply to the Dean of Students for limited amounts of aid from this fund.

AGNES F. DRISCOLL MEMORIAL SCHOLARSHIP FUND

In memory of Agnes F. Driscoll, a fund has been established, the income to be awarded as tuition scholarships to students in their sophomore, junior, or senior year who are able to demonstrate financial need and scholastic achievement.

SUMMER SCHOLARSHIPS IN MARINE BIOLOGY

The Suffolk University Board of Trustees has established two free-tuition scholarships for Massachusetts Secondary School teachers who enroll in the summer course in Marine Biology. Applicants should write to the Chairman of the Department of Biology.

THE MARTIN J. FLAHERTY MEMORIAL PRIZE FUND

Established in 1963, anonymously, in fond memory of Martin J. Flaherty, the income to be awarded annually to a Suffolk University Senior, who has done the best work in the field of Journalism.

WILLIAM M. CAVANAUGH MEMORIAL SCHOLARSHIP IN JOURNALISM

In memory of William Cavanaugh, the Publicity Club of Boston awards a \$100 scholarship each year to an outstanding junior in Journalism to be applied to his senior year's tuition. The Club makes a similar award to students of journalism in other Boston colleges.

DEPARTMENT OF JUSTICE LOANS AND GRANTS

Funding is available under Section 406 of the Omnibus Crime and Control and Safe Streets Act of 1968 (PL90-351). This bill provides student loans up to \$1,800 per academic year and grants are now available to those presently employed in the Law Enforcement and Correctional fields up to \$300 per semester, not to exceed the cost of tuition fees. A limited amount of funding is available under this bill for students who show financial need and are planning a career in law enforcement and correctional work. Application blanks for these loans and grants may be obtained from the Dean of Students.

CHILD CARE PROGRAM SCHOLARSHIPS

The following agencies of the New England Association of Child Care Personnel have provided full-tuition scholarships (\$1,200) in support of the Child Care Program: New England Association of Child Care Personnel (one); Nazareth Child Care Center, Jamaica Plain (three); New England Home for Little Wanderers, Boston (two); Home for Italian Children, Jamaica Plain (two); Madonna Hall for Girls, Marlboro (two); Boston Center for Blind Children, Boston (one); Catholic Diocese of Maine (one); St. Ann's Orphanage and Home, Methuen (one).

ELLA M. MURPHY MEMORIAL SCHOLARSHIP

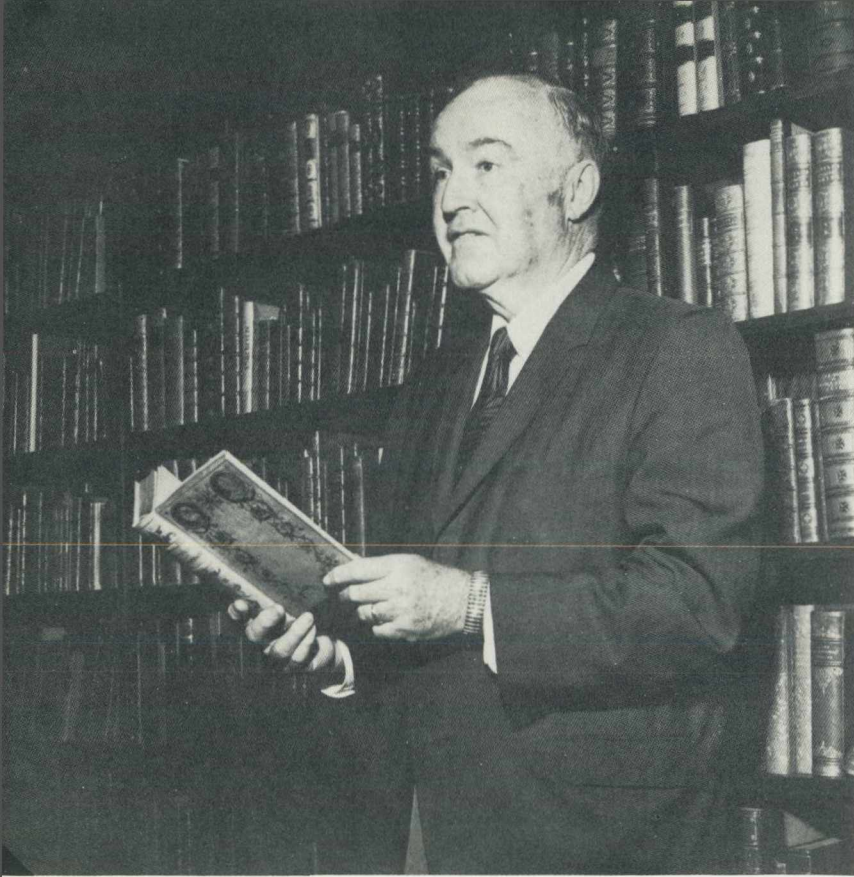
Through a bequest of the late Dr. Ella M. Murphy, Professor of English, and additional contributions from her friends and former students, an annual scholarship equal to approximately one quarter of the yearly tuition is available to an outstanding student majoring in English. The scholarship will be granted for the senior year and the recipient will be determined by a committee of the English Department.

HENRY E. WARREN SCHOLARSHIPS

Through the generosity of the Trustees of The Warren Benevolent Fund, the equivalent of five full-tuition scholarships plus certain expenses has been provided. The Scholarships are awarded on the basis of Suffolk University's philosophy and commitment to the encouragement of education for students of limited means.

DOROTHY M. McNAMARA SCHOLARSHIP

The Board of Trustees of the General Alumni Association of Suffolk University have established a \$1,000 annual scholarship to honor "Miss Mac" for her many years of service and devotion to the students of Suffolk University. To be eligible for this scholarship a student, male or female, must qualify both in financial need and in satisfactory academic standing.



IV

College of Liberal Arts and Sciences

COLLEGE OF LIBERAL ARTS AND SCIENCES

The degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in General Studies are offered in the College of Liberal Arts and Sciences. The A.B. and B.S. degrees are available to both day and evening students. In addition, the B.S. in General Studies degree is available to evening students. Day students normally complete their degrees in four years unless they attend the Summer Session to accelerate their programs. Evening students normally complete their degrees in five, six, or seven years, depending on the course load carried and on whether they attend the Evening Summer Session.

Major and pre-professional program requirements may be completed in the following fields of study:

MAJORS

† Indicates that major is available only through affiliated Cooperative Program with Emerson College in the daytime.

* Indicates that a full major is not available evenings.

Biology	Mass Communications†
Chemistry	Mathematics
Economics	Medical Technology
Education*	(through hospital affiliations)
English*	Philosophy
French*	Physics*
German*	Psychology
Government	Sociology
History	Spanish*
Journalism*	Speech†
Humanities Interdepartmental	Theatre Arts†
Major	

INTERDEPARTMENTAL MAJORS LEADING TO B.S. IN G.S. DEGREE

Available Evenings Only

Humanities	Psychology-Sociology
History-Economics	Biological Science
History-Government	Physical Science
Government-Economics	

PRE-PROFESSIONAL PROGRAMS

Child Care	Pre-Legal
Crime and Delinquency	Pre-Medical
Social Work	Pre-Optometry
Medical Technology	Pre-Veterinary
Pre-Dental	

GENERAL REQUIREMENTS

Every student in the College of Liberal Arts must select a field for concentrated study. He is expected to make his selection of a major interest prior to the beginning of his Junior year, so that he will have sufficient time to meet all of the requirements without delaying his graduation. The student will find it decidedly to his advantage if he can make the choice of his major at the beginning of his Sophomore year.

In general the requirements for a major are satisfied by the completion of thirty semester hours of course work in one department and of twelve semester hours of related electives chosen from other departments with the approval of the chairman of the major department.

Credits in a closely allied department may be counted as part of the major with the written consent of the head of the department. Not more than 12 semester courses may be taken in any one department without special permission of the department chairman and the Dean. Certain introductory courses are not to be counted as a major requirement. The student should consult the course statement in the departmental description of the courses for specific requirements.

To qualify in foreign language for the A.B. degree the student should fulfill one of three alternatives:

1. Earn 12 semester hours of college credit in one foreign language.
2. Complete 6 semester hours in a foreign language course numbered 2.1 or higher, after having been enrolled at that level because of the results of a placement test.
3. Pass a special advanced reading examination.

To qualify for the B.S. degree the student normally must complete 12 semester hours in Mathematics approved by the Chairman of the Mathematics Department. In most cases the courses required are Mathematics 1.3-1.4 and

2.1-2.2. Students who are qualified to take Mathematics 2.1-2.2 upon admission to college are required to complete only Mathematics 2.1-2.2.

Physical Education. All day freshmen are required to complete two semesters of Physical Education. This is a degree requirement. All day transfer students are required to complete this requirement unless they have taken a similar course at another college. This degree requirement may be excused only on evidence of physical disability, the completion of basic training in one of the armed forces or participation in a college athletic sport.

General Requirements. Students who are candidates for the A.B. and B.S. degrees with majors in any of the departments within the College of Liberal Arts and Sciences are also expected to meet certain general requirements. Courses chosen to meet the general requirements may not also be used to meet major or related elective requirements.

English 1.1-1.2 and either English 2.5-2.6 or 2.7-2.8 (12 semester hours)

History 1.1-1.2 or History 1.3-1.4 (6 semester hours).

Humanities Option (required of Social Science and Science majors):

For the Social Science majors, two year-courses (12 semester hours) and for Biology and Chemistry majors, one year-course (6 semester hours) selected from the following. (*Social Science majors may choose only one course in Humanities and only one course in Philosophy*): Humanities 1.1-1.2 or *2.1-2.2; Philosophy 1.4-1.5 or 2.1-2.2 or 1.3 and 4.0; History 3.3-3.4; French, German, or Spanish 2.3-2.4 or 3.1-3.2; English 3.3-3.4.

**Not open to Freshmen.*

Social Sciences Option (required of Humanities and Science majors):

Two year-courses selected from the following: Economics 1.1-1.2; Government 1.1-1.2; Psychology 1.1 and 2.1 or 2.2 or 2.6; Sociology 1.1-1.2; and Education 2.1-2.2. (12 semester hours).

Biological and Physical Sciences Option (required of Humanities and Social Science majors):

A.B. degree candidates must complete 14 semester hours, i.e., one full year of laboratory science and a second full year of either non-laboratory science or Mathematics 1.7-1.8. *Mathematics 1.3-1.4 and Business Mathematics may not be used to satisfy this requirement.*

B.S. degree candidates must complete 16 semester hours, i.e., two full years of laboratory science.

One year-course selected from the following: Science 1.1-1.2; Physics 1.1-1.2; or Chemistry 1.1-1.2 or Chemistry 1.3-1.4 (6-8 semester hours). One year-course selected from the following: Science 1.3-1.4 or Biology 1.1-1.2 (6-8 semester hours). Mathematics 1.7-1.8 may be substituted for 6 semester hours of science by A.B. degree candidates.

Majors: In most Liberal Arts departments the major (effective for the entering Freshman Class in September 1968) will consist of 30 semester hours of course credit in the major department plus 12 semester hours of related electives. The related electives are to be chosen with the approval of the department chairman from a list of courses recommended by the department.

CURRICULA FOR ALL LIBERAL ARTS MAJORS EXCEPT SCIENCE AND EDUCATION

Liberal Arts students who plan to major in Economics, English, French, German, Government, History, Philosophy, Psychology, Sociology, Spanish, and Speech may meet their degree requirements by completing 122 semester hours (A.B. degree) or 124 semester hours (B.S. degree) and by following throughout their four college years the curriculum plan given below. It is recommended that *all students who major in the liberal arts departments become candidates for the A.B. degree*. Only with special permission from the chairman of the major department may they become candidates for the B.S. degree.

Students contemplating careers in teaching should refer to special course plans outlined in Curricula in Education section.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Two options (Science and Humanities or Social Science)	12-14	(A.B. candidates)	
Foreign Language 1.1-1.2	6	Mathematics 2.1-2.2	
(A.B. candidates)		(B.S. candidates)	
Mathematics 1.3-1.4		Two options (Science and Humanities or Social Science)	
(B.S. candidates)	—	One major course	12-14
*Physical Education	—		6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Two Major courses	12	Two major courses	12
One related elective	6	One related elective	6
Electives	12	Electives	12

**Physical Education* All students in their Freshman Year are required to complete two semesters of Physical Education. This is a degree requirement. It may be excused only on evidence of physical disability, the completion of basic training in one of the armed forces, or participation in a college athletic sport. The requirement is waived for evening students.

Biology

A total of 128 semester hours is required for a bachelor's degree with a Biology major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Biology 1.1-1.2	8	Biology 2.1-2.2 or Biology Elective	8
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
English 1.1-1.2	6	Foreign Language 1.1-1.2 or Elective	6
*Mathematics 1.3-1.4	6	Humanities Option	6
Physical Education	—	*Mathematics 2.1-2.2 or Elective	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.1-3.2	8	Biology 4.1-4.2	8
English 2.5-2.6 or 2.7-2.8	6	Biology 5	1
Foreign Language 2.1-2.2 or Elective	6	Chemistry Elective	8
Physics 1.1-1.2	8	Social Science Option	6
History 1.1-1.2 or 1.3-1.4	6	Social Science Option	6
		Elective	3

* Majors must complete Mathematics 2.1-2.2 Introduction to Calculus. Mathematics 1.3-1.4 is not required if secondary school background is adequate.

MEDICAL TECHNOLOGY

(Four years days or six years evenings)

Suffolk University has affiliated with the Newton-Wellesley Hospital; the Veterans Administration Hospital, Jamaica Plain; the Henry Heywood Memorial Hospital, Gardner, Massachusetts; and St. Francis Hospital, Hartford, Connecticut, in order to offer the Bachelor of Science degree with a major in medical technology. The program consists of three years of day study (four or five years evenings) in liberal arts and science at Suffolk University and a final year (30 semester hours) of technology at the affiliated hospital schools of medical technology. The final year is of 52 weeks duration and starts in September. Instruction will be given in the laboratories of the hospitals by their staff members. *No tuition is charged for the final year of study by either the university or the hospital.* Students should apply to the hospital school of their choice upon registering for their sixth semester of college work.

The program is approved by the Council on Medical Education and Hospitals of the American Medical Association and by the Registry of Medical Technologists of the American Society of Clinical Pathologists.

Upon satisfactory completion of the prescribed curriculum, students are eligible to receive a certificate in Medical Technology from the affiliated hospital, and the degree of Bachelor of Science with a major in Medical Technology from Suffolk University. Graduates are eligible for examination for certification by the Registry of Medical Technologists of the American Society of Clinical Pathologists.

The program is under the joint direction of Dr. Arthur J. West II, Chairman of the Suffolk University Department of Biology, Dr. Arthur E. O'Day, Director of the Newton-Wellesley Hospital School of Medical Technology; Dr. Dieter Keller, Director of the Henry Heywood Memorial Hospital School

of Medical Technology; and Dr. John E. Thayer, Director of the St. Francis Hospital School of Medical Technology; and Dr. Roger A. Cote, Chief, Laboratory Service, Veterans Administration Hospital, Jamaica Plain.

MEDICAL TECHNOLOGY PROGRAM

(131 semester hours)*

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	History 1.1-1.2	6
Mathematics 1.3-1.4	6	Humanities 1.1-1.2	6
Biology 1.1-1.2	8	Biology 3.1-3.2	8
Chemistry 1.1-1.2	8	Biology 3.4-4.5	7
		Chemistry 2.1-2.2	8
	<hr/> 30		<hr/> 35
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 2.7-2.8	6	Completion of Medical Technology	
Physics 1.1-1.2	8	Program at one of the following	
Chemistry 2.4-3.2	8	hospitals: Newton-Wellesley, Henry	
Biology 4.1-4.2	8	Heywood Memorial, St. Francis,	
Social Science Option	6	Jamaica Plain Veterans ¹	30
	<hr/> 36		<hr/> 30

*In view of the highly intensive nature of the program, it is strongly urged that Medical Technology candidates give serious consideration to reducing the Fall and Spring course load by one course, and attending the Summer Session during the first and second years.

PRE-DENTAL EDUCATION

Most dental schools set as a minimum requirement for admission the inclusion of one year of general chemistry and one year of organic chemistry, one year of biology, one year of physics, and one year of English composition. It is recommended that the student also attain proficiency in those courses that give a broad cultural background.

While dental schools set sixty semester hours as the minimum quantity requirement, the crowded condition of the professional schools allows them to be more selective in their admissions; in practice, students with three complete years of college work or with bachelor's degrees are given preference. The applicant may be required to present himself for an interview before his admission status is determined.

PRE-LEGAL EDUCATION

COLLEGE AND LAW SCHOOL

(4 Years) (3 Years)

Open to entering Freshmen and transfer students.

Students who wish to enter Suffolk University Law School must first complete a bachelor's degree from an accredited college or university. The Legal Aptitude Test is required of all applicants. The Law School offers a Juris Doctor Degree after three years of schooling in the Day Division or four years in the Evening Division.

There is no special program that a student must follow in order to be considered for Law School. The Law School Committee places emphasis on the quality of the undergraduate work and the results of the Legal Aptitude Test. Applicants should have a mastery of English—both written and spoken. A student interested in law school will find that studies in accounting, economics, government, history, philosophy, and sociology will give good preparation for the study of law. However, it should be stressed that a student may complete the requirements in the College of Liberal Arts, College of Business Administration, or the College of Journalism in order to be considered for admission to Suffolk University Law School.

PRE-LEGAL COMBINED DEGREE PROGRAM

COLLEGE AND LAW SCHOOL (3 Years) (3 Years)

Not open to transfer students.

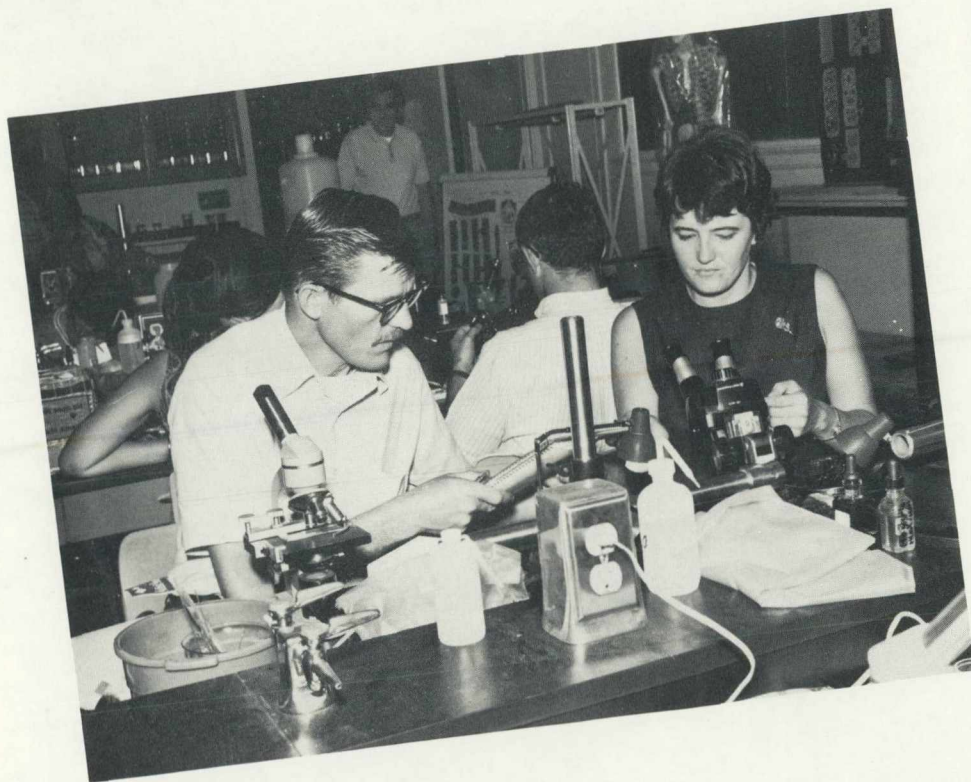
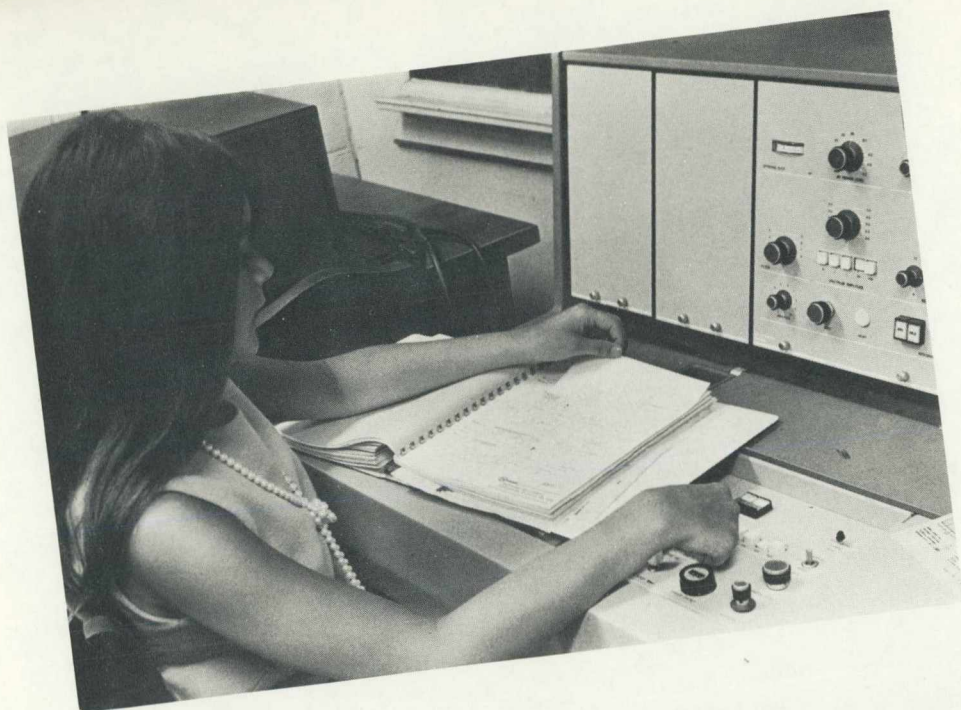
The Combined Degree Program enables students who enter Suffolk University as freshmen to earn both a bachelor's degree and a Juris Doctor Degree in six years instead of the customary seven years. In effect, the first year of Law study applies toward both degrees. Transfer credits from other colleges, however, may not be applied toward this program.

The program consists of three years of study in the College of Liberal Arts and Sciences, College of Business Administration, or College of Journalism, and three years of study in Suffolk University Law School. Evening students may complete the Combined Degree Program in eight years, (four years of Evening College and four years of Evening Law School).

Freshmen may select any major offered in the College, but must satisfy all requirements, including their major, through the third year of study (equivalent to 90 semester hours). They may apply to Suffolk University Law School during their third year of undergraduate study and must take the Legal Aptitude Test prior to admission to the Law School. A good academic record and recommendations are also required.

Students accepted to the Law School after three years of undergraduate work will receive a bachelor's degree following successful completion of the first year in the Law School. They will be awarded a Juris Doctor Degree upon satisfactory completion of three years of Law School.

The quality of the course work in the College and in the Law School must be satisfactory in accordance with the prevailing standards of each school.





PRE-MEDICAL EDUCATION

The admission requirements for medical schools throughout the country are being liberalized, but the changes are not uniform, and the rates of change are not the same. The trend is toward less emphasis on science courses that tend to be repetitious and more upon the humanities and social science subjects. Students are being encouraged to attain in college a broad cultural background as well as basic education in the sciences.

Nevertheless, nearly all medical colleges still require the inclusion of one year of general chemistry and one year of organic chemistry, one year of physics, one year of biology, one year of English composition, and one year of English literature in pre-medical preparation. Some medical schools also require a reading knowledge of French or German.

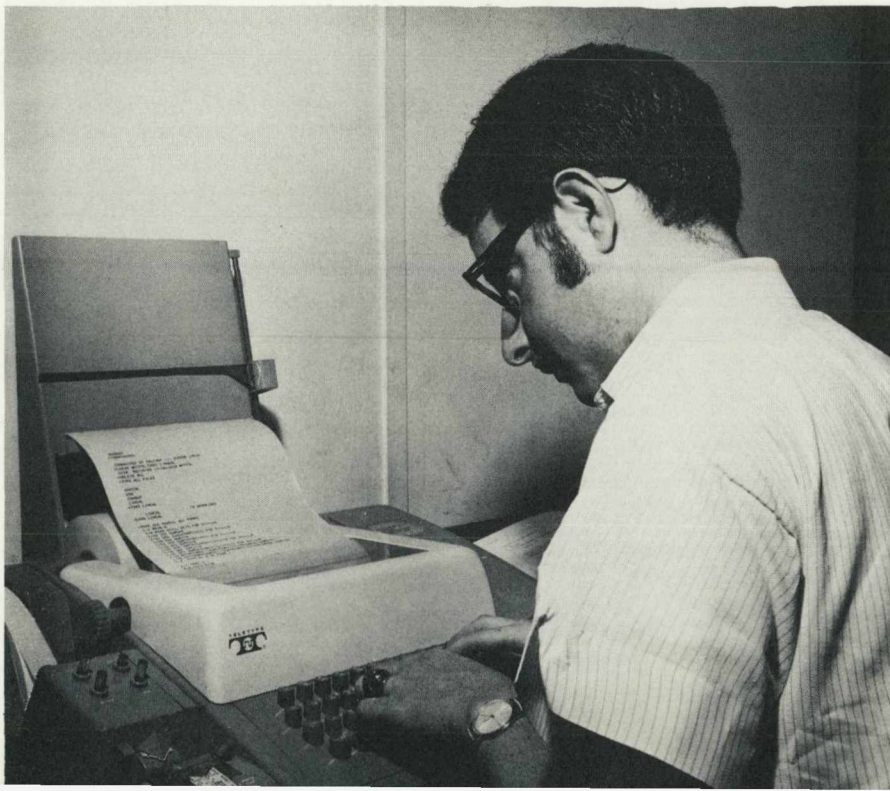
In the catalogues of some medical schools it is indicated that an applicant will be approved for admission after three years of college work. Since, however, the number of applicants far exceeds the number of students to be admitted, the pre-medical students with a bachelor's degree and promise of success as a doctor are selected. The personality appraisal is frequently made through interviews with the dean or admissions officer.

PRE-OPTOMETRY EDUCATION

Colleges of optometry, like other professional schools, base their admission standards on the academic records of their applicants. Preference of course is given to applicants who present college records showing a high degree of achievement in their classroom work.

The requirements for admission to the schools and colleges of optometry are not identical. Typically, the requirements include courses in English, mathematics, physics, chemistry, and biology or zoology. Some schools and colleges have varied requirements in psychology, the social sciences, literature, philosophy, and foreign languages.

The pre-optometry requirements for almost all accredited colleges of optometry represent a minimum of two academic years of study. It is recommended that Suffolk students who plan to study optometry pursue a commonly required Freshmen Year in which they include in their programs Freshman English, Freshman Mathematics, General Biology, Inorganic Chemistry plus one course from the following group: History of Western Europe, Social Sciences, or American Government. In the second (Sophomore) year pre-optometry students should study General Physics and a variety of other courses such as Calculus, English Literature, and others in Economics, Psychology, Sociology, Philosophy, Speech, or Modern Foreign Languages. The student should be acquainted with the requirements of the optometry college he expects to attend.



PRE-VETERINARY EDUCATION

The minimum academic requirements for admission to a school of veterinary medicine parallel those of dental schools. However, since there are far fewer veterinary colleges than medical or dental schools, the opportunities are more limited. Consequently, the customary requirement for admission is the completion of the baccalaureate. In addition, most veterinary schools are state universities which give priority for admission to residents of the state. Many veterinary schools require a course in "Animal Husbandry" or "Experience on a Farm" as a prerequisite to admission. Suffolk University does not offer these courses, but they may sometimes be obtained at another institution during the summer. Prospective students should apprise themselves of the specific requirements of the various veterinary schools as early in their undergraduate program as possible.

Chemistry

Students whose interest and aptitudes lead them to specialize in Chemistry may choose their course according to this plan recommended by the Chemistry Department. Consult the statement of major requirements at the head of the Chemistry list of courses of instruction. A total of 123 semester hours is required for a bachelors degree with a Chemistry major.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	8	Chemistry 2.1-2.2	8
Mathematics 2.1-2.2	6	Mathematics 2.3-2.4	6
English 1.1-1.2	6	Physics 2.1-2.2	8
Humanities Option	6	History 1.1-1.2 or 1.3-1.4	6
Social Science Option	6		
Physical Education	-		
	<u>32</u>		<u>28</u>
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Chemistry 2.3	4	Chemistry 4.3	4
Chemistry 3.2	4	Chemistry 4.5	3
Chemistry 4.1-4.2	7	Chemistry 5	5
Social Science Option	6	Required Science Elective	6
Expository German 1.3-1.4	6	English 2.5-2.6 or 2.7-2.8	6
Free Elective	6	Free Elective	6
	<u>33</u>		<u>30</u>

Students intending to pursue a major in chemistry should consult the Chemistry Department Section of this catalog and *must* plan a program in consultation with the Department Chairman.

Mathematics

A total of 124 semester hours is required for a bachelor's degree with a Mathematics major; the following is a recommended program:

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Humanities Option	6
Mathematics 2.1-2.2	6	Social Science Option	6
Chemistry 1.1-1.2	8	Mathematics 2.3-2.4	6
Humanities or Social Science Option	6	Physics 2.1-2.2	8
Physical Education	-		<hr/>
	32		32
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Mathematics courses	12	Mathematics course	6
Related Elective	6	Related Elective	6
Humanities or Social Science Option	6	Electives	18
Elective	6		<hr/>
	30		30
		Total	124

Physics

A total of 126 semester hours is required for a bachelor's degree with a Physics major.

A major in Physics may be satisfied by completion of 10 semester courses in Physics plus required courses in Mathematics as determined by the Chairman of the Department of Physics. Other degree requirements include English 1.1-1.2 (6 sem. hrs.), Humanities Option (6 sem. hrs.), Social Science Options (12 sem. hrs.), History 1.1-1.2 or 1.3-1.4, and English 2.5-2.6 or 2.7-2.8.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Physics. Selection of related courses must be approved by an advisor from the Department of Physics.

Students who plan to teach secondary school physics must be advised by the Education Department and must complete Education Department Requirements.

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Junior</i>	<i>Sem. Hrs.</i>
Eng. 1.1-1.2	6	Two major courses	12
Humanities Option	6	Social Science Option	6
Social Science Option	6	French, German, Spanish or Russian 1.1-1.2	6
Math. 2.1-2.2	6	Related Elective	6
Chem. 1.1-1.2	8		<hr/>
Physical Education	-		30
	32		
<i>Sophomore</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Eng. 2.5-2.6 or 2.7-2.8	6	Two major courses	12
Hist. 1.1-1.2 or 1.3-1.4	6	Free Electives	12
Phys. 2.1-2.2	8	French, German, Spanish, or Russian 2.1-2.2	6
Math. 2.3-2.4	6		<hr/>
Related Elective	8		30
	34	Total	126

CURRICULA IN EDUCATION

The curricula for teacher training are planned to enable students in these programs to meet the requirements for teacher certification in the Commonwealth of Massachusetts. They are constructed in accord with what is considered desirable preparation for teaching positions. They go beyond the minimum requirements of the State Department of Education.

Those wishing to teach in states other than Massachusetts should write directly to the Education Department of that state for a list of the requirements. The Education Department of the College will assist the student in interpreting the requirements.

Students planning careers in elementary school teaching may earn the A.B. degree (Plan A—Combined Elementary Education-Liberal Arts major) or B.S. degree (Plan B—Elementary Education major with a minor in the social sciences).

All students majoring or minoring in Education are required to take a minimum of three semester hours in Speech.

Students planning careers in secondary school teaching will minor in Education and must be careful to develop adequate course background in one or more teaching fields. Students minoring in Education may major in these fields: Biology, Chemistry, Biology-Chemistry combined major, English, History, Physics, Social Studies, Foreign Languages, Mathematics, Speech (in cooperation with Emerson College) and Business Administration.

Changes of any sort in student programming must be approved in writing by a member of the Department. Failure to comply with this regulation may result in a loss of credit toward graduation.

The Department wishes to emphasize that it reserves the right to require the withdrawal of a student from teacher education if in its estimation the probability of his success in teaching is doubtful. While the academic average of a student is not the sole factor in the determination of such success (others are interest, effort, personality, and proficiency in skill subjects), it is especially important that a student do his utmost to maintain a high academic average.

A minimum overall grade point average of 2.2 is required for continuance as a degree candidate in teacher education. Furthermore, a minimum grade point average of 2.2 must be maintained in Elementary Education by an Education Major. A student minoring in Secondary Education must maintain a minimum grade point average of 2.2 in his teaching-subject major. A student who is within a reasonable degree of achieving the minimum grade point averages may request special permission from the Department for the privilege of continuing his program in teacher education.

Special Regulations Concerning Student Teaching

1. Student Teaching may be taken only by collegiate seniors and graduate students. Undergraduates must be either majoring or minoring in Education to enroll in the course.
2. A student who wishes to elect student teaching must submit written notification concerning this matter to the Director of Student Teaching by the middle of the previous semester (by November 1 during the Fall semester; by April 1 during the Spring semester; or, by the end of July if the student attends summer session). Student Teaching cannot be elected by transfer students before their second semester of residence.
3. Student teachers must be available for school assignments every day. No doubt this will mean each undergraduate in Education should plan to attend at least one summer session, if he has not already done so, in order to lighten his academic schedule for the semester in which he undertakes student teaching.
4. Student teaching involves a minimum of forty days of observation and teaching in the cooperating school.
5. Student teachers are required by Massachusetts law to have a tuberculosis X-ray examination prior to the initiation of student teaching. This examination is provided free of charge by the City of Boston Department of Public Health (57 East Concord Street) Mondays through Fridays 1-4:30.
6. All Education majors or minors must demonstrate proficiency in the areas of Speech and English prior to student teaching.
7. All Education majors should have completed all required Education Methods Courses before initiating student teaching.
8. Suffolk undergraduate students should plan their study programs in such a way as to complete the student teaching requirement during the academic year. The Intensive Summer Student Teaching Program is primarily designed for graduate students.

Cooperating School Systems

With the cooperation of the superintendents, of headmasters and principals, and of a large number of classroom teachers, Suffolk University students have fulfilled the student teaching portion of the teacher education program in the schools of eastern Massachusetts cities and towns. The supervising faculty of the Education department, because of effective assistance by the cooperating teachers, have been able to make this one-semester experience both practical and meaningful. During the past year the following public school systems (the list varies from year to year) helped train Suffolk student teachers under this cooperative arrangement:

FALL SEMESTER 1969

Boston	Lexington	Randolph	Winchester
Braintree	Medford	Rockland	Woburn
Cambridge	North Andover	Saugus	
Concord	Norwood	Weymouth	

SPRING SEMESTER 1970

Boston	Lynn	North Attleboro	Shrewsbury
Cambridge	Marlborough	Norwood	Walpole
Dedham	Medford	Saugus	Waltham
Everett	Methuen	Sharon	Watertown
Ipswich	Milton	Sherborn	Weymouth

SUMMER SESSION 1970

Boston	Hingham	Marshfield	Scituate
Braintree	Hull	Newton	
Everett	Lowell	Rockland	

PLAN A (A.B. Degree)

Elementary School Teaching (Grades 1-6)

Two plans are offered with a major in Elementary Education. Plan A leads to an A.B. degree with a combined Elementary Education-Liberal Arts major which will include twenty-seven semester hours in Elementary Education and twenty-four semester hours in an additional subject matter field.

PLAN A (A.B. DEGREE)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6	6
History 1.1-1.2 or 1.3-1.4	6	Psychology 1.1	3
Humanities Option	6	Foreign Language 2.1-2.2	6
Sociology 1.1-1.2	6	Major Electives	6
Foreign Language 1.1-1.2	6	History 2.3	3
Physical Education	—	Humanities Option	3
		Education 2.3	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option*	8	Major Electives	6
Major Electives	12	Speech 1.2	3
Education 4.11	3	Electives	9
Education 4.12	3	Education 4.8	3
Education 4.15	3	Education 4.13	3
Education 3.2	3	Education 4.20	6

PLAN B (B.S. DEGREE)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6	6
History 1.1-1.2 or 1.3-1.4	6	History 2.3-2.4	6
Sociology 1.1-1.2	6	Psychology 1.1	3
Humanities Option	6	Speech 1.2	3
Science Option*	8	Education 2.3	3
Physical Education	—	Minor Course**	3
		Electives	6

PRIMARY GRADES

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Minor Courses**	6	Minor Courses**	9
Humanities Option	6	Elective	3
Electives	6	Education 4.11	3
Education 3.2	3	Education 4.9	3
Education 4.12	3	Education 4.14	3
Education 4.13	3	Education 4.20	6
Education 4.8 or 4.5	3	Education Elective	3
		(Education 4.26, 4.27, 6.10; English 4.32 or a course approved by a program advisor).	

INTERMEDIATE GRADES

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Minor Courses**	6	Minor Courses**	9
Humanities Option	6	Electives	6
Electives	6	Education 4.11	3
Education 3.2	3	Education 4.12	3
Education 4.8	3	Education 4.20	6
Education 4.15	3	Education Elective	3
Education 4.13	3	(Education 4.9, 4.26, 4.27, 6.10; English 4.33 or a course approved by program advisor).	

*Courses should be selected from among the following to fulfill the Science option requirement: Science 1.1-1.2 or 1.3-1.4; Chemistry 1.1-1.2; Physics 1.1-1.2; Biology 1.1-1.2.

**Minor to be selected from Sociology and/or Psychology.

Secondary School (Junior-Senior High) Teaching

These plans will lead to either an A.B. or B.S. degree with the major in the teaching field and the minor in professional education.

Biology Major—Secondary Education Minor

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	History 1.1-1.2 or 1.3-1.4	6
Chemistry 1.1-1.2	8	Humanities Option	6
Biology 1.1-1.2	8	Biology 2.1-2.2	8
Mathematics 1.3-1.4	6	Chemistry 2.1-2.2	8
Physical Education	—	Psychology 1.1	3
		Education 3.2	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.1-3.2	6	Biology 4.1-4.2	8
Education 2.3	3	Education 4.33-4.34	6
Sociology, Economics, or Government Electives	6	Education 4.21	6
Physics 1.1-1.2	8	English 2.5-2.6 or 2.7-2.8	6
Speech 1.2	3		
Elective	3		

Electives to complete program for minimum of 128 semester hours.

Chemistry Major—Secondary Education Minor

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	10	Chemistry 2.1-2.2	8
Mathematics 1.3-1.4	6	Mathematics 2.1-2.2	6
English 1.1-1.2	6	Physics 1.1-1.2	8
History 1.1-1.2	6	Social Science Option	6
Physical Education	—	Humanities Option	6

<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Chemistry 1.1-1.2	8	Chemistry Elective	6
Chemistry 4.1-4.2	8	Speech 1.2	3
English 2.5-2.6 or 2.7-2.8	6	Psychology 1.1	3
Chemistry 2.31-3.2	7	Education 3.2	3
Education 2.3	3	Education 4.33-4.34	6
Elective	3	Education 4.21	6

Electives to complete program for minimum of 125 semester hours.

Chemistry-Biology (Interdepartmental Program) Major— Secondary Education Minor

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	Biology 2.1-2.2	8
Mathematics 1.3-1.4	6	Chemistry 2.1-2.2	8
Chemistry 1.1-1.2	8	Physics 1.1-1.2	8
Biology 1.1-1.2	8	Mathematics 2.1-2.2	6
Physical Education	—	Humanities Option	6
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Biology 3.2	3	English 2.5-2.6 or 2.7-2.8	6
Biology 4.1	3	Education 4.33-4.34	6
Chemistry 2.3-3.2	7	Speech 1.2	3
Education 2.3	3	Education 4.21	6
Psychology 1.1	3	Sociology, Economics, or	
Education 3.2	3	Government Electives	6
History 1.1-1.2 or 1.3-1.4	6		
Elective	3		

Electives to complete program for minimum of 125 semester hours.

Business Administration Major — Secondary Education Minor 122 Semester Hours (Leads to B.S. in Business Administration degree)

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
Accounting 1.1-1.2	6	Management 2.1	3
Mathematics 1.51-1.52	6	Marketing 2.1	3
English 1.1-1.2	6	English 2.1-2.2	6
Sociology 1.1	3	Accounting 2.3-2.4	6
Psychology 1.1	3	*Restricted Electives "B"	8
*Restricted Electives "A"	6	Economics 2.2	3
Physical Education	—	Computer Science 2.1	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Economics 1.1-1.2	6	Government 4.8	3
History 1.1-1.2 or 1.3-1.4	6	Economics 3.3	3
Finance 3.1	3	Business Administration 2.1-2.2	6
Education 2.3	3	Education 4.18-4.19	6
Education 3.2	3	Education 4.21	6
Marketing 3.1-3.2	6	Speech 1.2	3
Elective	3	Free Elective	3

*See list under Bachelor of Science in Business Administration.

English Major—Secondary Education Minor: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities Option	6	English 2.5-2.6	6
Sociology, Economics, or		Science Option	8
Government Electives	6	Psychology 1.1	3
Foreign Language 1.1-1.2	6	Education 3.2	3
Physical Education	—		

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<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
English 3.5 or 3.6	3	English Electives**	6
English Elective (Group 1)**	3	Electives	9
English Elective (Group 2)**	3	Education 4.31-4.32	6
English Elective (Group 3)**	3	Speech 1.2	3
English Elective (Group 4)**	3	Education 4.21	6
English Elective	3		
History 2.7-2.8*	6		
Education 2.3	3		

*This course is not required but is strongly recommended in the English Major — Secondary Education Minor Program.

**Below is descriptive list of major course selections.

English majors who are minoring in Education are required to complete 30 semester hours from the following list of courses in addition to English 1.1-1.2 and 2.7-2.8.

Required Courses

English 2.5-2.6	American Literature
English 3.5 (3.6)	Shakespeare

Restricted Electives (one from each group)*

(1)	
English 3.6 (3.5)	Shakespeare
English 3.8	Seventeenth Century Literature
English 3.9	Milton
English 3.10	Masters of English Drama: 1590-1690
(2)	
English 3.1	Age of Pope
English 3.2	Age of Johnson
English 3.3	Great Books of World Literature
English 3.4	Great Books of World Literature
English 4.3	English Novel: Defoe to Scott
(3)	
English 4.4	English Novel: Scott to Hardy
English 4.5	Romantic Poetry
English 4.6	Victorian Poetry
English 4.17	American Novel: from beginning to 20th Century
English 4.19	Victorian Prose
(4)	
English 4.7	Modern English Poetry
English 4.8	Modern American Poetry
English 4.9	Modern English and American Drama
English 4.11	Modern English Fiction
English 4.12	Modern American Fiction

*Anyone who has completed English 5H (Honors in English) can substitute it for one of the first three groupings.

*Free Electives***

English 3.7	Chaucer
English 3.11	Classical Drama
English 4.1	Modern European Drama
English 4.15	Irish Literature
English 4.20	Literary Satire
English 4.21	Contemporary European Fiction
English 4.25	The Anti-Hero in the Modern Novel
English 4.26	Shaw, Joyce and Yeats
English 4.30-4.31	Afro-American Literature
English 4.32-4.33	Children's Literature
English 4.35	Verse Drama

**Any course under restricted electives not already covered.

Foreign Languages Major—Secondary Education Minor:
122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language A 2.3-2.4	6
Humanities Option	6	Foreign Language A 3.1-3.2	6
Sociology, Economics, or Government Electives	6	Foreign Language B 1.1-1.2	6
Foreign Language A 2.1-2.2*	6	Psychology 1.1	3
		Education 3.2	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Foreign Language A 3.3-3.4	6	Foreign Language A Elective	3
Foreign Language A Elective	6	Foreign Language B Elective	6
Foreign Language B 2.1-2.2	6	Speech 1.2	3
Education 2.3	3	Education 4.37-4.38	6
Science Option	8	Education 4.21	6
Elective	3	Electives	6

* Potential foreign language majors who do not place in Language "A" 2.1-2.2 upon admission to the college shall be required to elect that course during the summer session following the Freshman year.

History Major—Secondary Education Minor: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities Option	6	History 3.7-3.8*	6
Sociology, Economics, or Government Electives	6	History 2.3-2.4	6
Foreign Language 1.1-1.2	6	Psychology 1.1	3
Physical Education	—	Education 3.2	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option	8	History Electives	6
History Electives	12	Electives	6
Electives	6	Education 4.16-4.17	6
Education 2.3	3	Speech 1.2	3
Elective	3	Elective	3
		Education 4.21	6

* History 3.7-3.8 recommended but not required. History electives may be chosen instead.

Mathematics Major—Secondary Education Minor: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
Humanities Option	6	Foreign Language 2.1-2.2	6
Sociology, Economics, or Government Electives	6	Mathematics 2.3-2.4	6
Foreign Language 1.1-1.2	6	History 1.1-1.2 or 1.3-1.4	6
Mathematics 2.1-2.2	6	Psychology 1.1	3
Physical Education	—	Education 3.2	3
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Physics 2.1-2.2	8	Mathematics Electives	6
Mathematics Electives	12	Electives	9
Electives	6	Education 4.33-4.34	6
Education 2.3	3	Speech 1.2	3
Elective	3	Education 4.21	6

Social Studies Major—Secondary Education Minor: 122 semester hours

<i>Freshman</i>	<i>Sem. Hrs.</i>	<i>Sophomore</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6	English 2.5-2.6 or 2.7-2.8	6
History 1.1-1.2 or 1.3-1.4	6	Foreign Language 2.1-2.2	6
Humanities Option	6	History 2.3-2.4	6
Government 1.1-1.2	6	History 3.7-3.8	6
Foreign Language 1.1-1.2	6	Sociology 1.1-1.2	6
Physical Education	—		
<i>Junior</i>	<i>Sem. Hrs.</i>	<i>Senior</i>	<i>Sem. Hrs.</i>
Science Option	8	Economics 1.1-1.2	6
History 2.7-2.8	6	History 3.7-3.8	6
Psychology 1.1	3	Education 4.16-4.17	6
Education 3.2	3	Elective	3
Education 2.3	3	Speech 1.2	3
Elective	3	Education 4.21	6

**TEACHER CERTIFICATION IN MASSACHUSETTS
GENERAL REQUIREMENTS**

To be eligible for a certificate an applicant should present:

1. Evidence of American citizenship.
2. Evidence of good health.
3. Evidence of sound moral character.
4. Evidence that the applicant possesses a bachelor's degree.

**SPECIAL REQUIREMENTS
*Elementary School Certificate***

Eighteen semester hours are required in education courses which include not less than 2 semester hours (120 clock hours) in supervised student teaching in elementary grades. The remaining semester hours shall include courses from two or more of the following areas:

Educational Psychology, including Child Growth and Development
Philosophy of Education
Methods and Materials in Elementary Education
Curriculum Development in Elementary Education

Secondary School Certificate

Twelve semester hours are required in education courses which include not less than two semester hours (120 clock hours) in supervised student teaching in secondary schools. The remaining semester hours shall include courses in two or more of the following areas:

Educational Psychology, including Adolescent Growth and Development
Philosophy of Education
Methods and Materials in Secondary Education
Curriculum Development in Secondary Education

At least eighteen semester hours of course work in the major subject field and nine semester hours in a minor subject field are also required. These majors and minors may be obtained in science, English, social studies, foreign languages, history, government, mathematics, and business administration.

Those working for certification in principalships, supervisory positions, guidance and special subjects teaching should arrange for an interview with the Chairman of the Education Department or his representative.

ASSOCIATE DEGREES

The Associate degrees in liberal arts, science, and general studies will be granted to those evening students who have satisfactorily completed 64 semester hours in the prescribed curricula and who do not intend to continue their work toward the completion of their bachelor's degree in the Colleges of Suffolk University. The candidate for this degree must present his request in writing to the Registrar at the beginning of his final semester. At least thirty semester hours toward the degree must be earned at Suffolk University. Business Administration students who desire the Associate degree must complete 66 semester hours in a special associate curriculum.

SOCIAL WELFARE PROGRAMS

UNDERGRADUATE SEQUENCE IN SOCIAL WORK

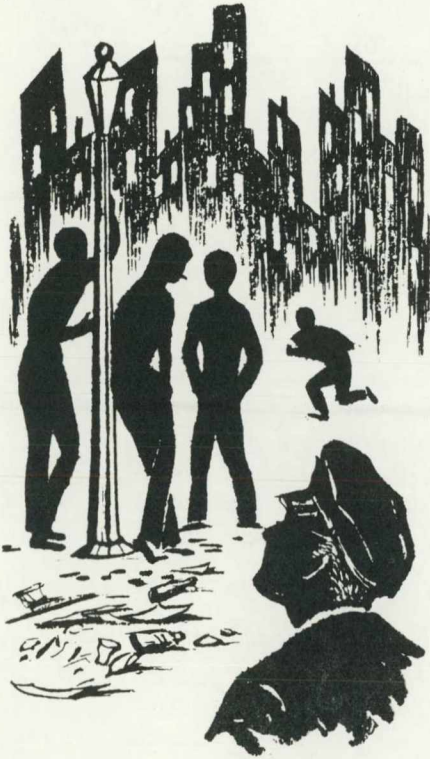
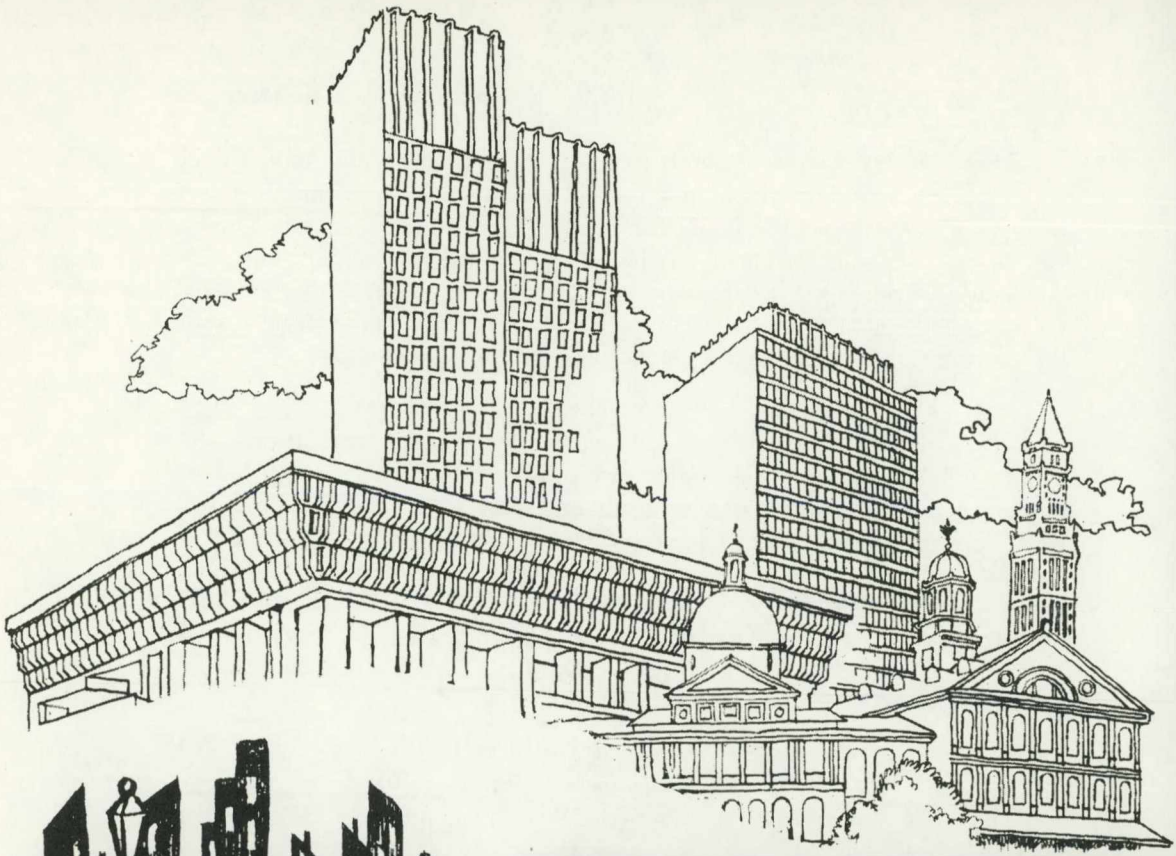
The Undergraduate Sequence in Social Work is designed to serve students desiring an early start upon their careers in social work, to provide relevant refresher courses for those already engaged in social welfare activities, and to offer all interested students substantial electives dealing with a significant area of general society.

In addition to the core of subjects required of all Sociology Majors, students concentrating in the Sequence in Social Work must take History of Social Work in America, Social Work as an Institution, Public Welfare Services, Private Social Welfare Services, and Field Experiences.

Twelve semester hours of related electives must be chosen from a list prepared by the Department of Sociology. This requirement applies to students taking the standard major in Sociology as well as to those taking the Social Work Sequence. Selection of related electives must be approved by an advisor from the Department of Sociology. All prospective majors should consult departmental advisors before planning their course work for the junior and senior years.

ASSOCIATE IN ARTS DEGREE IN CHILD CARE

A two years program containing eight courses in child care within a liberal arts curriculum. It is designed to provide (1) relevant college courses for in-service personnel at child care institutions and day care centers; (2) additional offerings for all interested in child welfare.



First Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Eng. 1.1 Freshman English	3	Eng. 1.2 Freshman English	3
Psych. 1.1 General Psych.	3	Soc. 1.1 Introductory Soc.	3
History, Humanities, or Philosophy option	3	History, Humanities, or Philosophy option	3
The Child Care Institution	3	Field Experience	3
Child Psychology	3	Adolescent Psychology	3
Total 15		Total 15	

Second Year

<i>First Semester</i>	<i>Hours</i>	<i>Second Semester</i>	<i>Hours</i>
Eng. 2.5 or 2.7	3	Eng. 2.6 or 2.8	3
Science option	4	Science option	4
Social Science option	3	Social Science option	3
Field Experience	3	Field Experience	3
Child Care Techniques I	3	Child Care Techniques II	3
Total 16		Total 16	

TOTAL CREDITS 62

Both the Undergraduate Sequence in Social Work and the Child Care program include field trips and placements, seminars in independent study, personal guidance regarding graduate school admission and employment opportunities, and certificates of completion. Students should consult advisor for course options.

Course work taken toward the Associate in Arts Degree may be applied toward the bachelor's degree should the student decide to complete a four year program.

**UNDERGRADUATE SEQUENCE IN
CRIME AND DELINQUENCY STUDIES**

The Undergraduate Sequence in Crime and Delinquency Studies is designed to increase the professionalization of law enforcement agencies by enhancing the education of their in-service personnel and by attracting promising undergraduate students into the field of law enforcement and correction.

*Three programs are offered: (1) A certificate; (2) An Associate in Arts; (3) A Bachelor of Arts.

During the Academic year 1970-71 the department expects to offer three (3) term courses in the Crime and Delinquency Sequences on an alternating day, evening basis, so that in-service personnel may participate in the program.

CRIME AND DELINQUENCY PROGRAMS

***A Thirty Hour Certificate Program**

<i>Courses</i>	<i>Sem. Hrs.</i>
English 1.1-1.2	6
Sociology 1.1	3
Principles of Criminology	3
Juvenile Delinquency	3
Administration of Justice	3
Penology	3
History of Crime and Correction	3
Any two term courses	6
	<hr/> 30

*Courses may be taken for college credit by any high school graduate. Course work taken in earning the "Certificate" is applicable to an Associate Degree or a Bachelor's Degree should the student desire to continue his education.

ASSOCIATE DEGREE IN CRIME AND DELINQUENCY STUDIES

<i>Courses</i>	<i>Sem. Hrs.</i>	<i>Further, two term courses may be selected from such related electives as:</i>
English 1.1-1.2 or 2.7-2.8	12	General Psychology 1.1
History or Humanities or Philosophy	6	Social Psychology 2.3
Science or Language	8	Human Development 2.6
Sociology 1.1	3	Public Administration:
Principles of Criminology	3	Theory and Institutions 3.2
History of Crime and Correction	3	Public Administration:
Administration of Justice	3	Problems and Application 3.21
Penology	3	Local Government 3.61
Methods in Social Research (Design)	3	Urban Economics
Juvenile Delinquency	3	Public Relations and/or Speech 1.2
Police Juvenile Methods	3	
	<hr/> 50	<hr/> 6
		56
		<i>In addition, two term courses may be selected from any subject area.</i>
		<hr/> 6
		TOTAL 62

**Course work taken in earning the "Associate Degree" is applicable to a Bachelor's Degree.*

BACHELOR OF ARTS DEGREE IN CRIME AND DELINQUENCY STUDIES

<i>Courses</i>	<i>Sem. Hrs.</i>	<i>Further, any four term courses (12 sem. hrs.) may be selected from such related courses:</i>
Principles of Criminology	3	General Psychology 1.1
History of Crime and Correction	3	Social Psychology 2.3
Administration of Justice	3	Human Development 2.6
Criminal Law	3	Public Administration:
Field Studies (not required of in-service personnel)	3	Theory and Institutions 3.2
Seminar in Crime	3	Public Administration:
Juvenile Delinquency	3	Problems and Application 3.21
Seminar in Juvenile Delinquency	3	Local Government 3.61
Police Juvenile Methods (not required of student majors)	3	Urban Economics
Penology	3	Public Relations and/or Speech 1.2
Probation and Parole	3	
	<hr/> 30	<hr/> 12
		42
		<i>Eight term courses (24 sem. hrs.) remain as free electives</i>
		<hr/> 24
		66
		<i>All liberal arts students must take 58 sem. hrs. of courses in all-college requirements</i>
		<hr/> 58
		TOTAL 124

URBAN TRACK

As the crisis of our time would seem to be located in the urban-industrial milieu and since our culture is primarily an urban one, the understanding of the fundamental structures, processes, and problems of the urban scene are deemed requisite to a complete liberal arts education.

The urban track is designed for: (1) Those taking a major in Sociology with an emphasis in urban studies; (2) Those wishing to supplement another major by working through the urban track on an elective basis; (3) Those working in the Social Work Sequence; (4) Those working in the Corrections Sequence.

The following courses are required of all students selecting the Urban Track: Community Development, Urban Social Problems, Race and Nationality, Population, Social Planning and Change, Political Sociology.

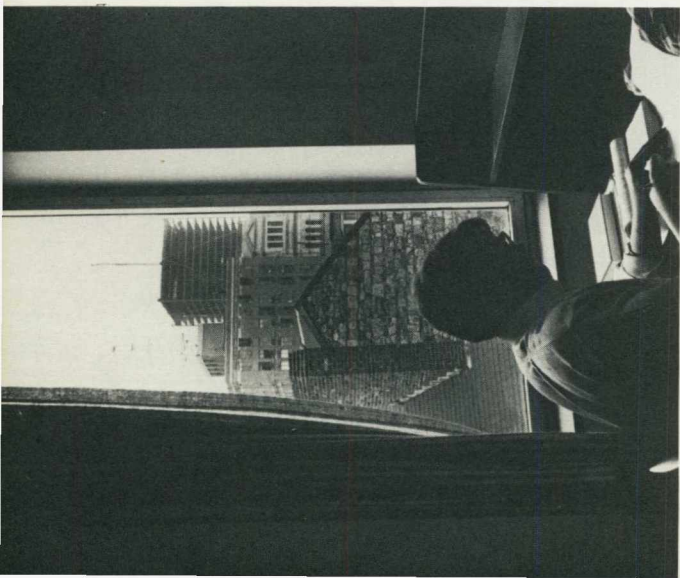
SUFFOLK UNIVERSITY-EMERSON COLLEGE AFFILIATED COOPERATIVE PROGRAM

Since September, 1968, Suffolk University and Emerson College have offered an affiliated Cooperative Program consisting of an exchange of instructional services and the cross-registration of students. The purpose of the affiliation is to make available to students of both institutions a wider selection of courses than would otherwise be possible.

Suffolk University provides science instruction and laboratory facilities for Emerson students, and Emerson College provides advanced courses in Speech for Suffolk Speech majors and courses in Public Relations and Mass Communications for Journalism majors. Programs available to other Suffolk students through the affiliation with Emerson College include majors in Theatre Arts and Mass Communications, and courses in Fine Arts and Music.

In addition to the exchange of instructional services, up to fifty students per semester from each institution will be allowed to cross-register in elective courses at the affiliated institution, providing classroom space is available and students receive the authorization of their respective deans. Students will not be permitted to cross-register in courses that are offered at their own institution.

Students who cross-register for a course that is part of their normal full load will pay their full tuition to their parent institution. Students who cross-register for a sixth course as an overload must receive approval of the Committee on Excess Courses and their Dean, and will pay tuition directly to the institution offering the course at its tuition rate (Suffolk, \$40. per semester hour; Emerson \$70. per semester hour). Courses taken under the affiliated Cooperative Program with Emerson College will transfer honor points and grades as well as semester hours of credit. Speech majors and other students who wish to participate in this program should obtain the approval of their Dean.



V

College of Journalism

COLLEGE OF JOURNALISM

A student will normally be recommended for the degree of Bachelor of Science in Journalism upon completion of 124 semester hours of course work in accordance with one of the plans for a major outlined below. Effective for the entering Freshman Class of September 1969, the major in Journalism consists of 30 semester hours plus 12 semester hours of Related Electives. Eighteen semester hours of Required Core Courses (Introduction to Journalism, News-writing, Reporting I and II, Copy Editing, and Feature and Special Articles) are included within the major.

The curriculum of the College of Journalism is designed to provide both a broad Liberal Arts education and practical training for students seeking careers in Journalism, Public Relations, Mass Communications, and Marketing Communications. To achieve these goals, the College of Journalism supplements its professionally oriented courses by drawing on the resources of the Colleges of Liberal Arts and Sciences, Business Administration, and by affiliation, Emerson College. In addition, students obtain practical experience through class assignments involving on-the-scene reporting and through participation in relevant activities such as the *Suffolk Journal* (student newspaper), the *Suffolk Evening Shadow* (student newspaper), *Venture* (literary magazine), *The Beacon* (yearbook), and Phi Alpha Tau (communications fraternity).

The College of Liberal Arts and Sciences provides courses in Humanities, History, Philosophy, and Literature to help students understand their cultural heritage and to appreciate those values that are fundamental to civilization. Courses in Psychology, Sociology, Government, and Economics provide an understanding of human behavior and of social, economic, and political problems. Courses in Biological and Physical Science equip students to understand the Technological Revolution with its limitless implications for change, both

constructive and destructive. The study of English and Speech develops skill in effective communication — analysis, organization, synthesis — and the ability to distinguish fact from opinion.

The College of Business Administration makes available courses in Accounting, Management, Marketing, Finance and Banking, and Business Administration to students interested in preparing for careers in the emerging field of Marketing Communications.

By affiliation with Emerson College, Suffolk University makes available courses in Public Relations and Mass Communications to complement its own courses in Journalism.

GENERAL INFORMATION

Cross-Registration at Emerson College. Suffolk University students who cross-register for courses at Emerson College must complete a Cross-Registration Form at the Dean's Office and obtain the approval of the Dean. Students are not charged an additional tuition fee for courses that are taken as part of their normal course load. *For a description of Emerson College courses and for information about Registration dates, students should consult the Emerson College Catalogue.*

Transfer students. In addition to receiving advanced standing for equivalent courses taken at other colleges, transfer students are allowed to substitute approved courses taken at a previous college for English 2.7-2.8, History 1.1-1.2, Science 1.1-1.2, and Science 1.3-1.4. *If a substitute course replaces a required course, it may not be used to meet any other requirement.*

DEGREE REQUIREMENTS

The degree of Bachelor of Science in Journalism requires the completion of 124 semester hours of credit in courses listed in the prescribed curriculum. Freshmen are required to complete two semesters of Physical Education unless excused on evidence of physical disability, the completion of armed forces basic training, or participation in college athletics.

BACHELOR OF SCIENCE IN JOURNALISM

Four Year Sequence

Freshman Year

	<i>Sem Hrs.</i>
English 1.1-1.2 Freshman English	6
History 1.1-1.2 History of Western Europe or Hist. 1.3-1.4 History of World Civilization	6
Science Option	8
Humanities or Social Science Option	6
Major Core Course	6
Physical Education	-
	<hr/>
	32

Sophomore Year

	<i>Sem Hrs.</i>
English 2.7-2.8 History of English Literature or Eng. 2.5-2.6 History of American Literature	6
Spch. 1.1 Voice and Articulation and Spch. 1.2 Public Speaking	6
Science Option	8
Humanities or Social Science Option	6
Major Core Course	6
	<hr/>
	32

Junior Year

	<i>Sem Hrs.</i>
Major Core Course	6
One Related Elective	6
Linguistics	6
Free Electives	12
	<hr/>
	30

Senior Year

	<i>Sem Hrs.</i>
Two major courses	12
One Related Elective	6
Free Electives	12
	<hr/>
	30
	Total 124

OPTIONS

Students may choose only one course in Humanities and one course in Social Science during their Freshman and Sophomore years. Students who select the Humanities Option in the Freshman year should take Social Science in the Sophomore year, and *vice versa*.

Humanities Option — One year-course selected from the following:

Humanities 1.1-1.2 or *2.1-2.2; Philosophy 1.4-1.5 or 2.1-2.2 or 1.3 and 4.0; French, German, or Spanish 2.3-2.4 or 3.1-3.2; English 3.3-3.4 (6 semester hours). **Not open to Freshmen.*

Social Sciences Option — One year-course selected from the following:

Economics 1.1-1.2; Government 1.1-1.2; Psychology 1.1 and 2.1, or 2.2, 2.6; Sociology 1.1-1.2; and Education 2.1-2.2 (6 semester hours).

Biological Science Option — One year-course selected from the following:

Science 1.3-1.4 or Biology 1.1-1.2 (8 semester hours).

Physical Science Option — One year-course selected from the following:

Science 1.1-1.2; Physics 1.1-1.2; or Chemistry 1.1-1.2; or Chemistry 1.3-1.4 (8 semester hours).

MAJOR REQUIREMENTS

The Journalism major (effective for the entering Freshman Class in September 1969) will consist of 30 semester hours of course credit plus an additional 12 semester hours of related electives. Eighteen semester hours in required Core Courses are included within the major. The related electives are to be chosen with the approval of the major advisor from a list of courses recommended by the College of Journalism.

All students majoring in Journalism must have their course selections approved each term by an advisor from the College of Journalism. Failure to comply with this regulation may result in loss of credit toward graduation.

Students who entered prior to September 1969 should normally follow the curriculum in effect at the time of their admission. They may, however, change to the new curriculum provided they are able to meet all the new degree requirements.

MAJOR CORE COURSES

Journ. 2.1 Introduction to Journalism	Journ. 2.2 Newswriting
Journ. 3.1 Reporting I	Journ. 4.3 Reporting II
Journ. 3.5 Copy Editing	Journ. 4.1 Feature and Special Articles

AREAS OF CONCENTRATION

The new curriculum provides four Tracks or Areas of Concentration within the Journalism Major. In order to insure the completion of required courses within four years, students should select a specific Track by the start of their sophomore year.

Track A Journalism and English. This program may be completed entirely at Suffolk University and is intended for students whose main interest is in newspaper, magazine, and related writing.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	18	Related Electives	12
Eng. 2.7-2.8 or 2.5-2.6	6	(To be selected from list of	
Eng. 1.5-1.6 Creative Writing	6	related courses for English	
	—	Department majors.)	
	30		

Track B Journalism and Public Relations. (In conjunction with Emerson College.) This program is intended to prepare students who wish to combine work in Journalism and Public Relations.

	<i>Sem. Hrs.</i>		<i>Sem. Hrs.</i>
Major Core Courses	18	MaC 435 Public Affairs Broadcasting	
Mkt. 2.1 Principles of Marketing	3	Related Electives	12
Mkt. 3.2 Principles of Advertising	3	(To be selected from	
MaC 304 Principles of Public Relations	3	courses in economics,	
and one of the following:		government, history, &	
Journ. 3.6 Magazine Editing and Typography		sociology.)	
Journ. 4.5 Broadcast Journalism—Radio			
Journ. 4.6 Broadcast Journalism—Television			
MaC 204 Broadcasting Writing			
	—		
	30		

Track C Journalism and Mass Communications. (In conjunction with Emerson College.) This program is intended for students whose interests lie in the areas of Journalism and Radio and Television Communications.

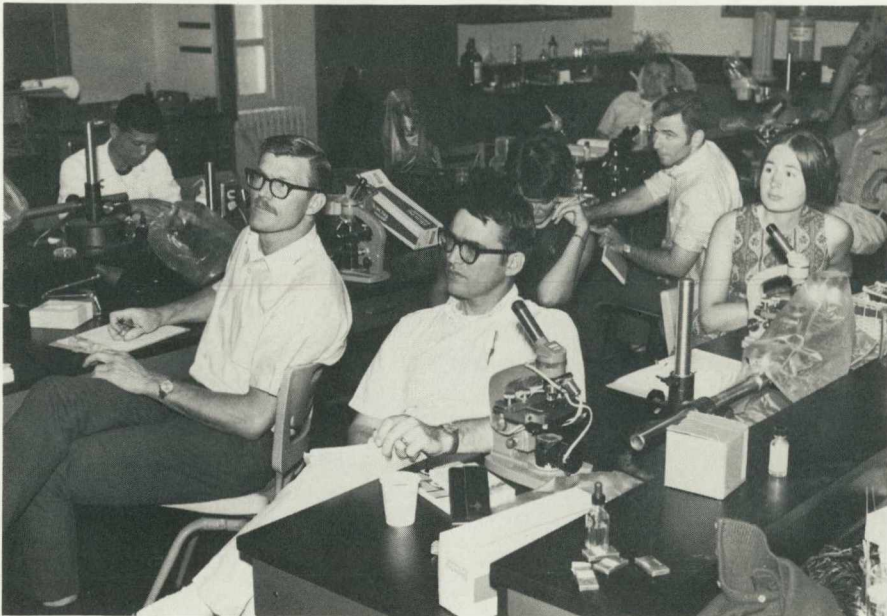
Major Core Courses	Sem. Hrs.
Journ. 3.6 Magazine Editing and Typography	18
Journ. 4.5 Broadcast Journalism—Radio	
Journ. 4.6 Broadcast Journalism—Television	
MaC 204 Broadcasting Writing	3
MaC 435 Public Affairs Broadcasting	3
	<hr/>
	30

Related Electives	Sem. Hrs.
(To be selected from courses in economics, government, history, sociology, and mass communications.)	12

Track D Journalism and Marketing Communications. (In conjunction with Emerson College.) This program is intended for students who wish to work in business and industry in areas such as advertising, sales and market research, and editing trade journals and house organs. The College of Business Administration provides courses in Marketing, Management, Accounting, Finance and Banking, and Business Administration. Emerson College provides courses in Mass Communications.

Major Core Courses	Sem. Hrs.
Mkt. 2.1 Principles of Marketing	18
Mgmt. 2.1 Principles of Management	3
and two of the following:	3
Mkt. 3.1 Principles of Salesmanship	6
Mkt. 3.2 Principles of Advertising	
Mkt. 3.8 Consumer Behavior	
Mkt. 4.4 Sales and Market Research	
Mgmt. 3.2 Sales Management	
	<hr/>
	30

Related Electives	Sem. Hrs.
to be selected from the following:	12
MaC 101 Introduction to Mass Media	
MaC 424 Media Studies	
MaC 305 Photojournalism	
MaC 447 Graphic Arts	
MaC 502 Audience Analysis	
Journ. 3.6 Magazine Editing and Typography	





VI

College of

Business Administration

COLLEGE OF BUSINESS ADMINISTRATION

A student will normally be recommended for the degree of Bachelor of Science in Business Administration upon completion of 122 semester hours of course work in accordance with one of the plans for a major outlined below. Day students normally complete their degrees in four years unless they attend Summer Session to accelerate their programs. Evening students will normally take five, six, or seven years to complete requirements for the B.S. in Business Administration degree, depending on the course load carried and on whether they attend the Evening Summer Session.

The College of Business Administration offers to the student the choice of four majors in the daytime and of five majors evenings: Accounting, Finance and Banking, Management, Marketing, and General Business Administration. The latter option is available to evening students only.

ACCOUNTING MAJOR

The major in Accounting is designed to prepare students who plan to enter the accounting departments of business enterprises by providing them with specialized training in accounting principles and techniques. It is also designed to enable students to qualify for accounting positions in government agencies and to give students who expect to enter the profession of public accounting a broad knowledge of accounting principles and practice. Laws have been enacted in all states providing for the designation of public accountants as "Certified Public Accountants" upon their passing an examination and presenting evidence of sufficient experience in public accounting. The completion of the Accounting major will assist candidates in preparing for the C.P.A. examination.

The undergraduate curriculum in accounting is registered by the State of New York. Students who expect to sit for the C.P.A. examination in New York or other states should consult with the Chairman of the Accounting Department or his representative in planning their programs.

Students who wish to major in Accounting may do so by the completion of twenty-four semester hours of course work from the list of courses below.

Accounting Majors will not be permitted to count Elementary Accounting toward the completion of the major requirement. Courses offered for Accounting Major credit are:

		<i>Sem. Hrs.</i>
Intermediate Accounting Problems (Required)	Acct. 2.1-2.2	6
Administrative (Budgetary) Accounting	Acct. 2.6	3
Cost Accounting (Required)	Acct. 3.1-3.2	6
Advanced Accounting Problems (Required)	Acct. 3.3-3.4	6
Accounting Theory	Acct. 3.9	3
Auditing (Required)	Acct. 4.1	3
C.P.A. Examination Review	Acct. 4.41-4.42	6
Taxation (Required)	Acct. 4.5	3
Advanced Taxation	Acct. 4.6	3
Municipal and Governmental Accounting	Acct. 4.7	3
Accounting Systems	Acct. 4.8	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	3

FINANCE AND BANKING MAJOR

The Finance and Banking curriculum has two main purposes. First, it exposes the student to the primary concepts and skills necessary to understand the problem involved in providing funds for a business, controlling and planning the flow of these funds within the enterprise, and relating these aspects to the monetary and financial structure of the economy. Second, the major in Finance and Banking learns the functional phases of finance such as banking, insurance, real estate, investments and related occupations.

The major in Finance and Banking may be attained by the completion of eighteen semester hours of course work from the following:

		<i>Sem. Hrs.</i>
Insurance	Fin. 3.5	3
Principles of Investments (Required)	Fin. 3.6	3
Real Estate	Fin. 3.7	3
Credits and Collections	Fin. 4.4	3
Administrative (Budgetary) Accounting	Acct. 2.6	3
Taxation (Required)	Acct. 4.5	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	3
One Advance Economics Course may be offered as an elective in this major field		

Evening transfer students from the Boston Chapter of the American Institute of Banking may substitute courses in banking for some of the above courses.

MANAGEMENT MAJOR

Management is concerned with getting things done through people and resources. The Management major is designed to educate people in the skills of managing business and other organizational activity. The manager must possess an understanding of human relations, skill in directing group effort, and a wide knowledge of the various phases of business.

The major in Management may be attained by the completion of eighteen semester hours of course work from the following:

		<i>Sem. Hrs.</i>
Personnel Administration (Required)	Mgmt. 3.1	3
Purchasing Management	Mgmt. 3.5	3
Industrial Management (Required)	Mgmt. 4.1	3
Motion and Time Study	Mgmt. 4.3	3
Organization and Operation of Small Business (Required)	Mgmt. 4.4	3
Quantitative Decision Making	Mgmt. 4.6	3
Collective Bargaining and Labor Relations	Mgmt. 4.7	3
Problems of General Management (Required)	Mgmt. 4.8	3
Introduction to Computer Programming	Comp. Sci. 2.2	3
Computer Systems Analysis and Design	Comp. Sci. 3.1	3
Cobol	Comp. Sci. 4.3	3
Insurance	Fin. 3.5	3
Principles of Investments	Fin. 3.6	3
Real Estate	Fin. 3.7	3
Credits and Collections	Fin. 4.4	3
Retail Store Organization and Management	Mktg. 3.6-3.7	6
One Advanced Economics course may be offered as an elective in this major field.		

MARKETING MAJOR

Marketing is a broad field of business. It deals with the selling of goods and services and the related activities necessary to get goods and services to the consumer. The Marketing major gives the student a general understanding of business and provides specialized training in the field of marketing. The Marketing curriculum is designed for students who plan to enter retail or wholesale business enterprises, or who plan to open stores of their own. Students completing a major in Marketing often move into management training programs in industrial or retailing institutions or into positions with advertising agencies or research organizations.

The major in Marketing may be attained by the completion of twenty-four semester hours of course work from the following:

		<i>Sem. Hrs.</i>
Sales Management (Required)	Mktg. 3.1	3
Advertising	Mktg. 3.2	3
Industrial Marketing	Mktg. 3.3	3
Retail Store Organization and Management	Mktg. 3.6-3.7	6
Consumer Behavior (Required)	Mktg. 3.8	3
Distributions Systems (Required)	Mktg. 4.2	3

Marketing Research
 Marketing Policies and Strategies (Required)
 Introduction to Computer Programming
 Computer Systems Analysis and Design
 Cobol
 Insurance
 Principles of Investments
 Real Estate
 Credits and Collections
 Personnel Administration
 Purchasing Management
 Organization and Operation of Small Business
 Collective Bargaining and Labor Relations
 One Advanced Economics course may be offered
 as an elective in this major field.

Mktg. 4.4	3
Mktg. 4.8	3
Comp. Sci. 2.2	3
Comp. Sci. 3.1	3
Comp. Sci. 4.3	3
Fin. 3.5	3
Fin. 3.6	3
Fin. 3.7	3
Fin. 4.4	3
Mgmt. 3.1	3
Mgmt. 3.5	3
Mgmt. 4.4	3
Mgmt. 4.7	3

GENERAL BUSINESS ADMINISTRATION MAJOR

In addition to the majors outlined above, evening students have the option of a major in General Business Administration. This major consists of twenty-four semester hours of advanced course work (not including background courses) in two or more of the following:

Accounting	}	24
Business Administration		
Economics		
Finance and Banking		
Management		
Marketing		
Computer Science		

BUSINESS ADMINISTRATION BACKGROUND REQUIREMENTS

All candidates for the degree of Bachelor of Science in Business Administration will have a broad general background in Business Administration composed of the following:

		<i>Sem. Hrs.</i>
Elementary Accounting	Acct. 1.1-1.2	6
Managerial Accounting	Acct. 2.3-2.4	6
Business Law*	B.Ad. 2.1-2.2	6
Introduction to Data Processing	Comp. Sci. 2.1	3
Principles of Economics	Econ. 1.1-1.2	6
Introduction to Statistics	Econ. 2.2	3
Money and Banking	Econ. 3.3	3
Advanced Composition	Eng. 2.1-2.2	6
Business Finance	Fin. 3.1	3
Government Policy and Business	Gov't. 4.8	3
Principles of Management	Mgmt. 2.1	3
Principles of Marketing	Mktg. 2.1	3
General Psychology	Psych. 1.1	3
Industrial Psychology or Industrial Sociology	Psych. 3.6 or Soc. 3.6	3
Principles of Sociology	Soc. 1.1	3

*Management or Marketing majors may substitute an additional elective course in Accounting, Business Administration, Economics, Finance, Management or Marketing for Business Administration 2.2.

BACHELOR OF SCIENCE IN BUSINESS ADMINISTRATION

CURRICULUM

Freshman Year

		Sem. Hrs.
Acct. 1.1-1.2	Elementary Accounting	6
Eng. 1.1-1.2	Rhetoric and Composition (<i>Freshman English</i>)	6
Soc. 1.1	Principles of Sociology (<i>Either Semester</i>)	3
Psych. 1.1	General Psychology (<i>Alternate Semester</i>)	3
Math. 1.51-1.52	Finite Mathematics for Business	6
Restricted Elective from Group "A" (<i>see below</i>)		6

Sophomore Year

		Sem. Hrs.
Acct. 2.3-2.4	Managerial Accounting (Accounting majors take Acct. 2.1-2.2 in lieu of 2.3-2.4)	6
Eng. 2.1-2.2	Advanced English Composition	6
Mgmt. 2.1	Principles of Management (<i>Either Semester</i>)	3
Mkt. 2.1	Principles of Marketing (<i>Alternate Semester</i>)	3
Comp. Sci. 2.1	Introduction to Data Processing (<i>Either Semester</i>)	3
Econ. 2.2	Introduction to Statistics (<i>Alternate Semester</i>)	3
Restrictive Elective from Group "B" (<i>see below</i>)		8

Junior Year

		Sem. Hrs.
Hist. 1.1-1.2 or 1.3-1.4	History of Western Europe or World Civilization	6
Econ. 1.1-1.2	Principles of Economics	6
Fin. 3.1	Business Finance (<i>Either Semester</i>). Recommend Finance and Banking majors take in Fall Semester.	3
Soc. 3.6 or Psych. 3.6	Industrial Sociology or Industrial Psychology (<i>Either Semester</i>)	3
Major Courses		9
Free Electives		3

Senior Year

		Sem. Hrs.
Govt. 4.8	Governmental Policy and Business (<i>Either Semester</i>)	3
Econ. 3.3	Money and Banking (<i>Alternate Semester</i>)	3
Major Course		9
B. Ad. 2.1-2.2	Business Law	6*
Free Electives		3
Liberal Arts Electives		6

*Full year required of Accounting majors. All other majors may substitute a business Elective course for B.Ad. 2.2

Restricted Electives

		Sem. Hrs.
Group "A" Humanities		
Hum. 1.1-1.2	Introduction to Humanities	6
Hum. 2.1-2.2*	History of Visual Arts in the West	6
Phil. 1.4-1.5 or 1.4-1.3		
2.1-2.2 or 1.3-4.1		6
Hist. 3.3-3.4	Cultural History	6
French, German or Spanish		
2.3-2.4 or 3.1-3.2		6
English 3.3-3.4 or 2.5-2.6		
or 2.7-2.8		6

*Not open to Freshmen.

60 *Suffolk University*

Group "B" Science

Sci. 1.1-1.2	Physical World and Man	<i>Sem. Hrs.</i> 8
Sci. 1.3-1.4	The Living World and Man	8
(Biol. 1.1-1.2, Chem. 1.1-1.2 or Chem. 1.3-1.4 or Phys. 1.1-1.2 may be taken with permission of department)		8

Students with less than 60 credit hours as of September 1, 1970 will follow this program. Students with 60 or more credit hours as of September 1, 1970, may follow this program *or* the program in effect when they entered Suffolk University.

SUFFOLK UNIVERSITY

ASSOCIATE DEGREE IN BUSINESS ADMINISTRATION

(Evening Program)

The Associate Degree in Business Administration will be granted to those evening students who have satisfactorily completed the following curriculum:

First Group of Courses:

Acct.	1.1-1.2	Elementary Accounting	6 credits
Mgmt.	2.1	Principles of Management	3 credits
Mkt.	2.1	Principles of Marketing	3 credits
English	1.1-1.2	Freshman English	6 credits

Second Group of Courses:

B. Ad.	2.1-2.2*	Business Law	6 credits
Econ.	2.2	Introduction to Statistics	3 credits
Fin.	3.1 (B.Ad. 3.1)	Business Finance	3 credits
Psych.	1.1 or Math 1.51 or one semester of Laboratory science	3 or 4 credits
Restricted Elective from Humanities or History (see below)			6 credits

Third Group of Courses:

English	2.1-2.2	Advanced Composition	6 credits
Major Courses (Same as listed for B.S. in B.A. candidates)**			15 credits
Econ.	1.1-1.2	Principles of Economics	6 credits

Total Semester Hours required for the Associate Degree—66 or 67.

* Management, Marketing, and General Business majors may substitute an additional business elective for B. Ad. 2.2.

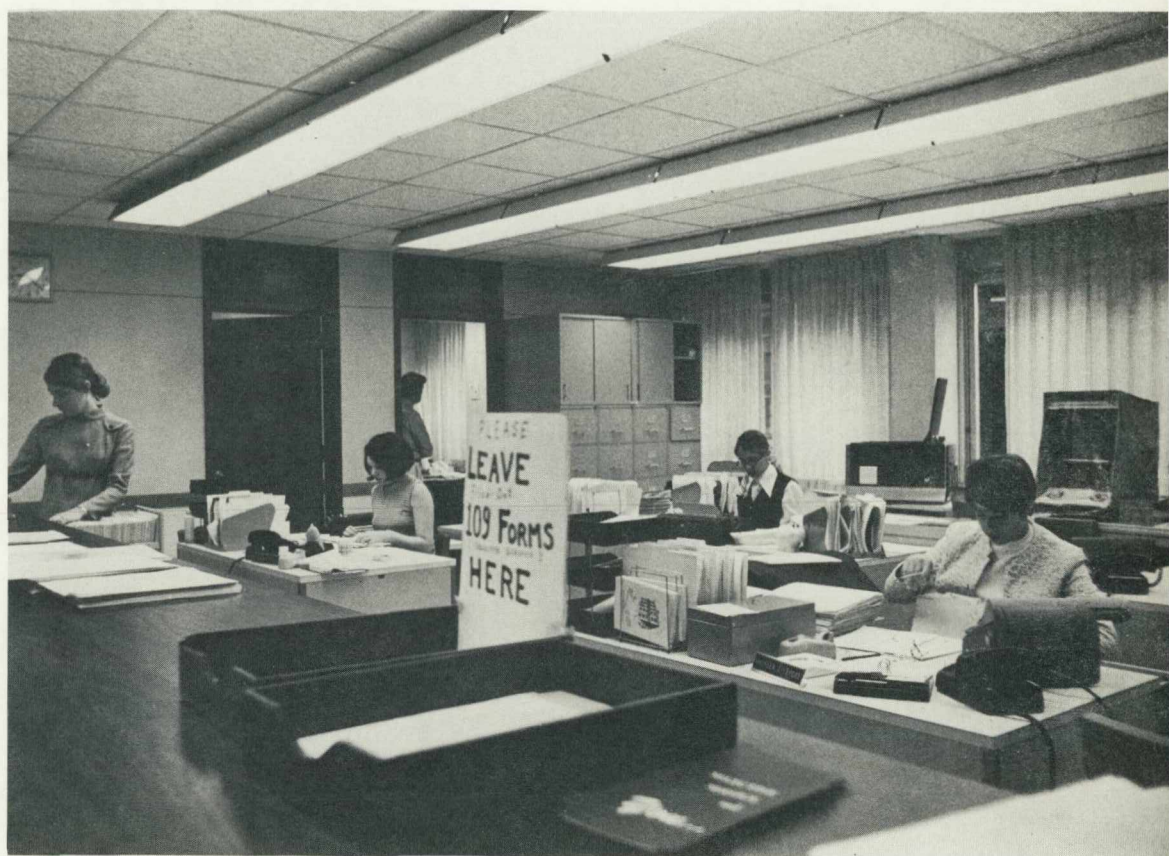
** Managerial Accounting is recommended but not required for the Associate Degree. Accounting Majors are not required to complete Acct. 3.3-3.4 for the Associate Degree.

Restricted Elective from Humanities or History

History	1.1-1.2 or 1.3-1.4	European or World History	6 credits
Hum.	1.1-1.2	Introduction to Humanities	6 credits
Hum.*	2.1-2.2	History of Visual Arts in the West	6 credits
Phil.	1.4-1.5 or 1.4-1.3 or 2.1-2.2 or 1.3-4.1	6 credits
History	3.3-3.4	Cultural History	6 credits
French, German, or Spanish	2.3-2.4 or 3.1-3.2	6 credits
English	3.3-3.4 or 2.5-2.6 or 2.7-2.8	6 credits

*Not open to Freshmen.

The candidate for this degree must present his request in writing to the Registrar at the beginning of his final semester. At least thirty credits toward the degree must be earned at Suffolk University.





VII

Graduate Degree Programs

PURPOSE AND GENERAL REQUIREMENTS

The Graduate programs of Suffolk University offer advanced study for students who have bachelor's degrees from the university or from other approved educational institutions. Classes are scheduled in the Day and Evening Divisions.

A requirement for the status of degree candidate at the graduate level is an undergraduate program of study equivalent to either the A.B. or B.S. degree (in the case of A.M. in Ed., Ed. M., M.S. in Chemistry or M.S. in Physics candidates) or the B.S. in B.A. degree or appropriate Liberal Arts, Science, Business or Engineering degree (in the case of M.B.A. candidates) conferred by an accredited institution.

The purpose of the Graduate programs is to offer facilities for advanced study and research so that the students may receive a comprehensive view of the field of knowledge in which they are working. Here, also, students may acquire the technique needed for independent investigation in their fields of interest. The Graduate programs furnish advanced preparation for those who are planning to become teachers of academic subjects and leaders in education and business.

Candidates for the Master of Arts in Education, Master of Education, Master in Business Administration, Master of Science in Chemistry, or Master of Science in Physics degree must complete a program of study approved by their major department head, their faculty sponsor, and their Dean.

Candidates for the master's degree must complete all courses with grades of A, B, or C for credit. An average of B is required for graduation. That is,

each C grade must be offset by an A grade in another course. A maximum of five years is the limit for completion of part-time or interrupted master's programs.

Each degree candidate must file an application for the award of his degrees on official forms at the Registrar's Office at the beginning of his final semester.

MAJOR FIELDS OF STUDY

The Department of Education offers courses leading to the Degrees of Master of Arts in Education and the Master in Education.

The Graduate School of Administration offers courses leading to the Degree of Master in Business Administration.

The Department of Chemistry offers courses leading to the Degree of Master of Science.

The Department of Physics offers courses leading to the Degree of Master of Science.

Graduate courses in business administration, biology, chemistry, and physics may be applied to the graduate Education degrees at Suffolk University, subject to the approval of the Chairman of the Department of Education. Students who wish to transfer graduate credit to another University should obtain the prior approval of their Dean.

As circumstances warrant it and should sufficient demand arise, graduate work will be offered in other departments.

ADMISSION AND REGISTRATION REGULATIONS

A prospective student seeking admission to the Graduate program should proceed as follows:

Each applicant must file an application form and have transcripts from all other colleges attended sent directly to the Admissions Office. The applicant should show evidence that he is prepared to do acceptable graduate work. This is determined through interviews with the Director of Admissions and the Dean of the Graduate School of Administration or the Chairman of the Education department. The applicant will be informed in writing, whether he has been accepted for graduate study at Suffolk University.

The applicant for candidacy in the Master in Business Administration program should have the Educational Testing Service of Princeton, New Jersey, 08540, forward to the Admissions Office his scores on the Admission Test for Graduate Study in Business.

REQUIREMENTS FOR GRADUATE DEGREES IN EDUCATION

The completion of a minimum of thirty to thirty-six hours of graduate work is required. Any one grade less than a B- (but not less than a C-) may be balanced with any one grade of A- or A.

The A.M. in Education is offered in Elementary Education (for inexperienced candidates) and in Secondary Education. The Ed.M. is offered in Counselor Education, in Reading Specialization, and in Foundations of Education. Professional offerings in each of these areas lead to Massachusetts Certification appropriate to the specialization. Students interested in certification in states other than Massachusetts are advised to consult with the Chairman of the Department at the time of registration. Please also see section labeled Special Graduate Education Programs for description of Ed.M. plan not directly related to fulfilling state certification in public education.

A.M. IN ELEMENTARY EDUCATION

I. Objectives of the program:

This program in elementary education is designed to provide the inexperienced candidate with the professional preparation that will enable him to effectively guide learning activities in elementary schools. The elementary teacher must know and be able to apply the principles basic to effective teaching and learning and possess an understanding of differences among children so that teaching techniques are adjusted to the children's differing abilities and interests.

II. General description of the program:

Candidates for the Master of Arts in Education degree can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 30 semester hours of work and participation in a seminar in teaching in the elementary school. Degree candidates are advised to consult with Professor Robert M. Bates, Program Director, at all stages of their progress.

III. Program of studies:

Required Courses:

18 hours

Improvement of Reading
Mathematics and Its Teaching
Elementary Curriculum Evaluation
Educational Psychology
Practice Teaching

Restricted Electives:	6 hours
Elementary Methods: Science	
Primary Reading	
Language Arts	
Elementary Methods: Art	
Social Studies	
Free Electives:	6 hours

IV. Graduate seminar:

A seminar in elementary education is taken in the Spring Semester in lieu of a terminal examination. This seminar is held in conjunction with practice teaching and consists of eight meetings during which the individual's knowledge of teaching techniques and ability to apply principles of growth and development are evaluated. Additional course work may be assigned at this time if, in the judgment of the seminar leaders, it is advisable.

A.M. IN SECONDARY EDUCATION

I. Objectives of the program:

The Master of Arts in Education program is designed to provide the candidate with the professional and academic preparation that will enable him effectively to guide learning activities in secondary schools.

II. General description of the program:

Candidates for the Master of Arts in Education degree can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 30 semester hours of credit. Degree candidates are advised to consult with Professor John M. White, Program Director, at all stages of their progress.

III. Program of studies:

Required Courses:	18 hours
Philosophy of Education	
Curriculum and Methods in specific teaching field	
Student Teaching	
Problems of Secondary Education	
Restricted Electives	6 hours
Comparative Education	
Educational Psychology	
History of Education	
Sociology of Education	
Tests and Measurement	

Unrestricted Electives

6 hours

Candidates are encouraged to enroll in academic courses in or related to their teaching field.

- IV. The terminal activity for all students in the secondary graduate program consists of enrollment in the course Problems of Secondary Education. Problems of Secondary Education may be elected ONLY by candidates in either the Master of Arts in Education degree program or in the Ed.M. in Foundations of Education degree program.

ED.M. IN COUNSELOR EDUCATION

I. Objectives of the program:

The program leading to a Master of Education degree in counseling is designed to train enrollees to function effectively as school counselors in public or private secondary schools. Such effective functioning requires a broad understanding of the educational framework in today's society and the dynamics of human behavior within this framework. It demands a high level of training not only in counseling and consulting skills, but also in research and measurement. The ability to work with people in a variety of situations must be cultivated to a high degree. During the course of his training experience, the prospective counselor will be expected to engage in an intensive period of self-examination, in order to become keenly aware of his own needs and personality structure and how they relate to his motivation for entering the field of counseling.

II. General description of the program:

Candidates for the Master of Education degree in counseling can generally expect to complete their degree requirements in one year and one summer of full-time study, although a longer period of time can be taken on a part-time basis. A minimum program would involve 36 semester hours of work and a comprehensive examination covering the professional areas of training in counselor education. Degree candidates are advised to consult with Professor Karl B. von Klock, Director of Counselor Education, at all stages of their progress.

The course work covers five related areas: (1) Educational Foundations; (2) Psychological Foundations; (3) Foundations of Public Personnel Services; (4) Counseling; and (5) Measurement.

Special arrangements for Counseling Practicum: students who have satisfied the prerequisites for the counseling practicum and who wish to register for the next semester must complete an advance registration form to be submitted to the Director of Counselor Education at least one month prior to the end of the current semester. Admission to the practicum is by advance registration only.

III. Program of studies:

AREA I — Educational Foundations	3 hours
Philosophy of Education	
Sociology of Education	
Problems of Secondary Education	
AREA II — Psychological and Sociological Foundations	3 hours
Human Development	
Educational Psychology (required)	
Theories of Personality	
Abnormal Psychology	
The Family	
Social Problems	
Interpersonal Relations	
Other Related Psychology and Sociology courses	
AREA III — Foundations of Pupil Personnel Services	6 hours
Introduction to Personnel Services (required)	
Psychology of Vocational Development (required)	
Principles of Placement	
Organization and Administration of Personnel Services	
AREA IV — Counseling	12 hours
Counseling: Theory and Practice (required)	
Counseling Laboratory (required)	
Counseling Practicum (required)	6 hours
Methods of Group Counseling	
AREA V — Measurement	3 hours
Tests and Measurements (required)	
Psychological Tests in Personnel Services	
Individual Intelligence Testing	
Elementary Statistics	
Psychometric Assessment and Research	
Interview Technique and Research	
Research Methods in Education	
ELECTIVES FROM AREAS II - V	9 hours

IV. Comprehensive examination:

The comprehensive examination generally may be taken after the completion of 24 semester hours of course work. However, students who are working on a full-time basis may take the comprehensive examination during their second semester of work.

The comprehensive examination will take approximately three hours. It will cover the professional preparation of the prospective counselor in the areas of counseling, psychology, and measurement.

V. Massachusetts Certification:

Graduates who wish to be employed as counselors in the public schools of Massachusetts must apply directly to the State Department of Education for certification; possession of the Ed.M. in Counseling degree *per se* is not sufficient.

Requirements for certification include: (1) certification as a teacher at the level (elementary or secondary) at which you will be counseling; and (2) completion of the following four courses: (a) Introduction to Personnel Services; (b) Counseling: Theory and Practice; (c) Psychology of Vocational Development; and (d) Tests and Measurements.

Students who have not satisfied the course requirements (including student teaching) for teacher certification must complete such courses in addition to the 36 semester-hours required as part of master's program in counselor education.

VI. Placement Services:

During the semester prior to anticipated graduation, students should register with the Suffolk University Placement Services. A registration packet can be obtained directly from the Placement Office. Although the student's own initiative will be a major factor in obtaining a position as a counselor, the assistance that can be rendered through the Placement Office should not be overlooked.

ED.M. IN FOUNDATIONS OF EDUCATION

I. Objectives of the Program:

The program leading to a Master of Education degree in Foundations of Education is intended for those people who wish to study the current process of education through both pedagogical and related disciplines. By means of studies in these fields, the professional and the non-professional will extend their knowledge and competencies related to the historical, philosophical and social bases of education in order to assess present and anticipated new educational configurations.

II. Description of the Program:

Candidates for the Master of Education in Foundations of Education can be expected to complete their degree requirements in one year of full-time study, although the program may also be undertaken on a part-time basis. A minimum program would involve 30 semester credit hours. Degree candidates are advised to consult with Professor Robert B. Jennings, Program Director, at all stages of their progress.

III. Program of Studies:

Required Courses: 12 hours

Philosophy of Education
Sociology of Education
Elementary Curriculum Evaluation
or
Secondary Curriculum Development
Reading and Research

Restricted Electives: 12 hours

American Social and Cultural History
Comparative History of Modern Education
Contemporary Philosophy
History of Educational Thought
Human Development
Introduction to Cultural Anthropology
Philosophy of Personality
Psychology of Learning
Social and Political Philosophy
Theories of Personality
Urban Education

Unrestricted Electives: 6 hours

ED.M. IN READING SPECIALIZATION

I. Objectives of the Program:

The program leading to a Master of Education degree in Reading is designed to provide the candidate with the necessary professional training and academic preparation to qualify for state certification as a Reading Specialist. It is expected that the prospective Reading Specialist will become familiar with numerous reading tests and other evaluative instruments as well as with remedial teaching techniques. The student will be prepared to make diagnostic and prognostic statements about disabled readers after completion of the program.

II. General Description of the Program:

Candidates for the Master of Education in Reading can generally expect to complete their degree requirements in one year and one summer of full-time study, although the program may be also undertaken on a part-time basis. A minimum program would involve 30 semester hours of work. Degree candidates are advised to consult with Professor Glen A. Lewandowski, Program Director, at all stages of their progress.

III. Program of Studies:

Required Courses: 18 hours

Foundations of Reading Instruction
Psychology of Reading and Learning Disabilities
Diagnosis of Reading Disabilities
Correction of Reading Disabilities
Practicum in Reading (See below)
Seminar in Reading

Supportive Electives: 6 hours

Children's Literature
Human Development
Educational Psychology
Tests and Measurements
Abnormal Psychology
Principles of Guidance

Unrestricted Electives: 6 hours

Candidates are encouraged to enroll in academic courses related to their teaching interests.

IV. Completion of the practicum is the terminal activity in the program, and is taken in lieu of a general examination. The practicum requires the student to apply the knowledge, evaluative techniques and teaching skills he has been taught while enrolled in the program.

SPECIAL GRADUATE EDUCATION PROGRAMS

In addition to the above programs, requirements for the Master's degree in Education may be tailored to the needs of candidates with specialized goals not directly related to the requirements of state certification in public education. In such cases, the Department Chairman should be consulted at the time of application and subsequent programming.

SUMMER STUDENT TEACHING PROGRAM

Six to Eight Week Program—8:00 A.M. to 12:30 P.M.

Educ. S4.20—Observation and Student Teaching (Elementary) 6 sem. hrs.

Educ. S4.21—Observation and Student Teaching (Secondary) 6 sem. hrs.

Offered in cooperation with affiliated public summer schools, these courses are restricted to graduates of liberal arts and engineering colleges who wish to enter the teaching profession. Candidates in Elementary Education should have completed all required methods courses before initiating student teaching. Candidates in Secondary Education may, upon recommendation of the Department, enroll in a methods course concurrent with the student teaching experience.

Candidates for summer student teaching will be accepted on the basis of qualifications and date of receipt of application. Final date for application is April 1.

MASSACHUSETTS SECONDARY CERTIFICATION PROGRAM

Applicants who wish to complete Massachusetts Secondary Certification requirements during the summer (12 semester hours) may enroll in a second evening course in either Educational Psychology or Human Development. Classroom courses begin in early June two or three weeks before student teaching, and are of eight weeks duration. Offered in conjunction with Student Teaching Program. See above.

REQUIREMENTS FOR THE MASTER OF SCIENCE IN CHEMISTRY DEGREE

The following core courses in chemistry and related fields which have not been completed in the candidates' undergraduate degree program will become part of his graduate program:

General Chemistry (Chemistry 1.1-1.2)

Organic Chemistry (Chemistry 2.1-2.2-2.3)

Quantitative Analysis (Chemistry 3.1)

Instrumental Analysis (Chemistry 3.2)

Physical Chemistry (Chemistry 4.1-4.2)

Physics (Physics 2.1-2.2)

Mathematics through partial differentiation and introduction to differential equations

The completion of a minimum of 30 semester hours of credit as follows is required:

Advanced Organic Chemistry (Chemistry 2.9)	3 semester hours
Advanced Physical Chemistry (Chemistry 4.3)	3 semester hours
Advanced Inorganic Chemistry (Chemistry 4.5)	3 semester hours
Thesis (Chemistry 10.0)	not more than 9 semester hours
Chemistry (graduate elective)	at least 6 semester hours
Mathematics-Science (graduate elective)	at least 6 semester hours

An oral examination in defense of the thesis is required.

REQUIREMENTS FOR THE MASTER OF SCIENCE IN PHYSICS DEGREE

The following basic subjects in physics or their equivalent are required as part of the graduate program:

- Physics 6.01 — Theoretical Mechanics
- Physics 6.02 — Thermodynamics
- Physics 6.03 — Electrodynamics
- Physics 6.04 — Radiation and Optics
- Physics 6.09-6.10 — Quantum Mechanics

The completion of 30 semester hours of credit:

Introduction to Theoretical Physics (Physics 6.01-6.04)	12 semester hours
Quantum Mechanics (Physics 6.09-6.10)	6 semester hours
Research (Physics 10.0) — not more than —	6 semester hours
Mathematics-Science (Graduate Elective) — at least —	6 semester hours
	minimum of 30 semester hours

An oral examination in defense of the thesis is required.

LIMITATION OF TIME

Work for the Master's Degree must be completed within five years after graduate course work has started.

REQUIREMENTS FOR THE MASTER IN BUSINESS ADMINISTRATION DEGREE

The Graduate School of Administration offers courses leading to the Degree of Master in Business Administration. One year of residence and the completion of thirty hours of graduate work are required as a minimum. The student whose undergraduate experience does not include basic background courses in economics and business administration may be required to complete two years of residence and sixty hours.

The following core courses of business administration which have not been completed in the candidate's undergraduate degree program will become part of his graduate program:

Elementary Accounting (Acct. 1.1-1.2)	6 semester hours
Principles of Economics (Econ. 1.1-1.2)	6 semester hours
Business Law (Bus. Adm. 2.1)	3 semester hours
Management Principles (Mgmt. 2.1)	3 semester hours
Marketing Principles (Mkt. 2.1)	3 semester hours
Business Finance (Bus. Adm. 3.1)	3 semester hours
Statistics (Econ. 2.2)	3 semester hours
Advanced Business Elective	3 semester hours

When the above core courses have been completed, the candidate for the M.B.A. degree will complete a minimum of thirty semester hours of credit as follows:

Business Administration 10.3, Marketing Management —	3 semester hours
Business Administration 10.4, Production Management—	3 semester hours
Business Administration 10.5-10.6, Financial Management—	6 semester hours
Business Administration 10.7-10.8, Managerial Economics—	6 semester hours
Business Administration 10.9, Business Government and Society—	3 semester hours
Business Administration 10.11, Human Behavior in Organization—	3 semester hours
Courses in Accounting, Business Administration, Computer Sciences, Economics, Management, Marketing or other fields depending upon the candidate's undergraduate background. These courses must be approved by the Dean of the Graduate School of Administration or by a faculty advisor—	3 semester hours
Business Administration 10.10, Business Policy. This course may only be taken during the final year of the M.B.A. program—	3 semester hours

E. G. & G. EXTENSION PROGRAM

Suffolk University, in cooperation with E. G. & G., Inc. (formerly Edgerton, Germeshausen, and Grier, Inc.), offers extension courses in Chemistry, Mathematics, and Physics leading to the masters degrees. These are taught at the E. G. & G., Inc. plant on Rte. 62 Bedford, Massachusetts by Suffolk University faculty and are open to both employees and non-employees of E. G. & G., Inc. This program has been initiated in response to the recognition by technical firms of the need for continuing education for their employees and to the desire on the part of these employees for graduate degree recognition of such work.

Students taking these courses are officially enrolled at Suffolk University and, if qualified, may become candidates for the degree of Master of Science. A maximum of 12 semester hours of transfer credit may be accepted from other institutions.

The requirement for the degree of Master of Science is successful completion of 30 semester hours. Details for the programs in Chemistry and Physics are described under the section on graduate programs.

TRANSFER CREDITS

Six semester hours of graduate residence credits of B quality or better are the maximum amount of advanced standing credits that can be accepted for work completed at other approved institutions, with the exception of the M.S. in Chemistry program which allows up to 12 semester hours of advanced standing. Under no circumstances will extension work, or courses by correspondence, from other institutions be accepted.

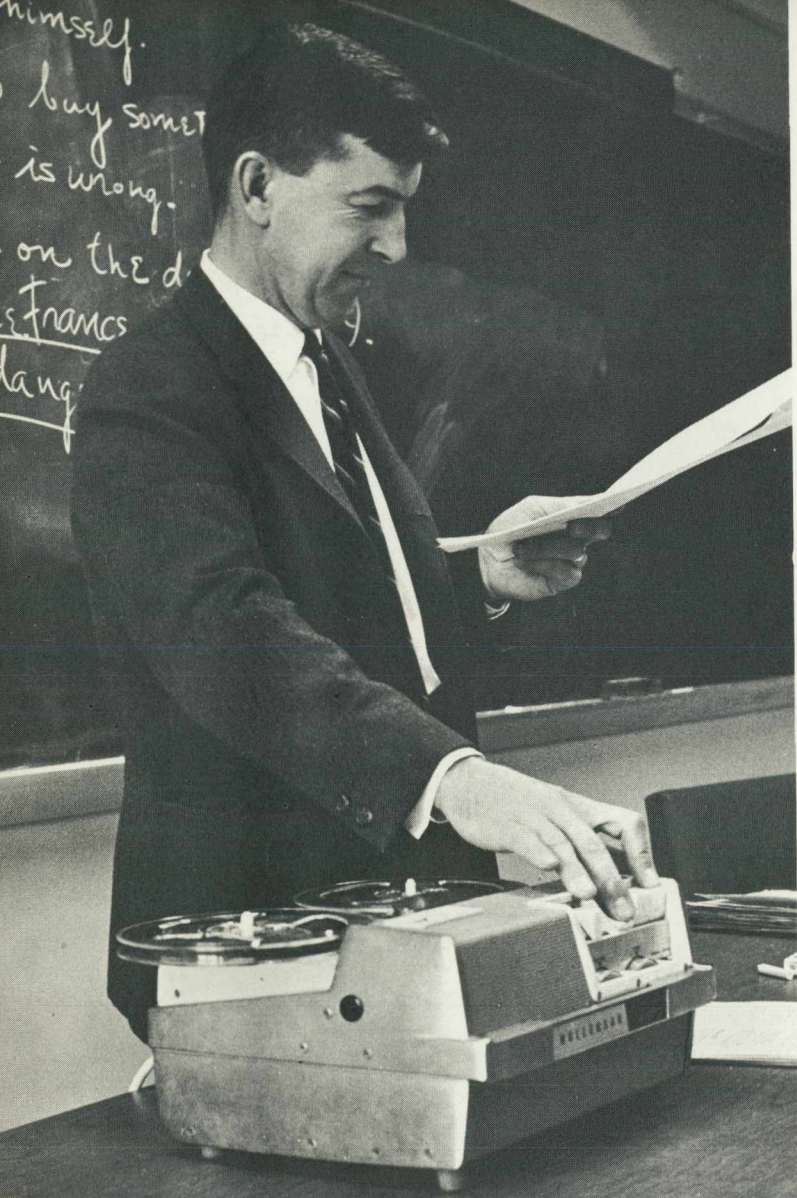
PRE-REGISTRATION IN GRADUATE DEPARTMENTS

A Suffolk University undergraduate who is certified by the Registrar as needing nine semester hours or less to meet his degree requirements may be granted permission by the graduate committee to pre-register for graduate credit in a limited number of courses, provided he meets all of the other admission requirements.

In no case should the student thus registered enroll in more than a total of five courses.

GRADUATE COURSES OF INSTRUCTION

The courses offered for graduate credit in Business Administration, Chemistry, Physics, and Education will be found in each departmental list of courses of instruction.



VIII

Evening Division

"The lamps of knowledge burn midnight oil."

Suffolk University was the first institution of higher education in the Boston area at which students could earn the Bachelor's degree entirely through evening study. In keeping with this tradition, the Evening Division provides an opportunity for qualified men and women to obtain a college education while working days to support themselves and their families.

While it is important for the individual to have an opportunity to achieve his personal goals, it is likewise important for society to have an adequate supply of educated citizens. In this respect, the University serves civic and social functions by helping students to become more effective members of our democratic society.

With the world in the midst of a "Technological Revolution," analogous in nature and importance to the Renaissance and Industrial Revolution, the University serves the function of helping students to participate more effectively in the complex economic life of the nation. It provides a reservoir of college trained manpower necessary for an efficient and productive economy.

Education has become a life-long process and should no longer end with the acquisition of a high school diploma or college degree. Consequently, it is necessary to educate adults as well as young people.

Approximately 1300 students of all ages are enrolled in the Evening Colleges of Liberal Arts and Business Administration, and nearly 700 in the Suffolk University Law School.

OBJECTIVES

The objectives of the Evening College Program are to meet the professional and cultural needs of the following groups of adults:

- (1) Adults who are fully qualified for admission to *undergraduate degree programs* in liberal arts, science, education, or business administration, but who prefer to attend evenings on either a part-time or full-time basis.
- (2) Adults who wish to take *selected courses as special students* to acquire or to update professional knowledge, whether for personal interest or professional advancement.
- (3) Adults who seek *self-fulfillment* through courses or degree programs in liberal arts, humanities, natural science, or social science.
- (4) Adults who seek *pre-professional programs* to equip them to study law, medicine, dentistry, optometry, veterinary medicine, or medical technology.
- (5) Adults who wish to *improve their skills* in reading, writing, English, mathematics, or speech through college level courses.
- (6) Transfer students from two-year and four-year colleges who are recommended for study toward the baccalaureate.
- (7) Graduates of accredited colleges who wish to take *graduate level courses* toward the master's degree in education or business administration, or who wish to take selected courses as special students for professional advancement or to meet teacher certification requirements.

CURRICULUM

Curricula are designed to meet the professional needs of the industrial, educational, and governmental complex of New England. After completing basic required courses, students select a major field for advanced study and may earn the baccalaureate degree in the broad areas of liberal arts, science, social science, business administration, and education. The master's degree is awarded in education, business administration, chemistry, and physics. Programs leading to the Juris Doctor and Master of Law degree are available through Suffolk University Law School.

GENERAL INFORMATION

Students should refer to the appropriate sections of the catalogue for detailed information on Admission, Registration, Transfer Credit, Course Credit, Auditing, Finances and Student Aid.

A maximum of eight years is the limit for completion of part-time or interrupted degree programs on the undergraduate level. Work for the master's degree must be completed within five years after graduate course work has started.

The academic year consists of two sixteen-week semesters. Evening courses meet either one or two evenings a week. Courses meeting once a week meet for a double period, usually from 5:30 to 8:10 P.M., or from 6:55 to 9:35 P.M. Courses meeting twice a week usually meet on alternate nights (Monday and Wednesday or Tuesday and Thursday) from 5:30 to 6:45, 6:55 to 8:10, or 8:20 to 9:25. Saturday classes meet for a double period and run from 9:00 to 11:40 A.M. or from 12:00 to 2:40 P.M. Graduate courses normally meet one evening a week or on Saturday morning. A number of graduate Education courses are scheduled in the afternoon. Most courses carry three semester hours of credit.

In addition, eight-week day and evening summer sessions are offered, and a six to eight-week day Student Teaching Program.

The length of time required to earn a bachelor's degree varies with the number of courses carried and with the acceleration of course work by attending the evening Summer Session. By taking a moderate load of two courses each semester and during the summer, a student can earn 18 semester hours per year and complete his degree in six and one-half to seven years.

By carrying three courses each semester and two in the summer, a student can earn twenty-four semester hours per year and complete his degree in five years.

Students employed full-time will find it difficult to carry more than two or three courses in a given semester. The maximum load of four courses should be carried only by students who are scholastically superior and whose employment is not fatiguing and affords ample time for study. All programs must be approved by faculty advisors. *A minimum of five hours per week should be allowed for homework in each course. Advanced courses and laboratory courses may entail considerably more time.*

All evening courses are the full equivalent of courses offered during the daytime. Consequently, day and evening courses are interchangeable, academic standards are the same, and students in good standing may transfer from the Evening Division to the Day Division, provided space is available, and *vice versa*. Day and evening students are considered a single student body with respect to both standards and status.

Faculty members have been selected for their professional background, teaching ability, and broad experience. Most are full-time teachers at Suffolk University who teach one or two evening courses as part of their normal teaching load. In addition, visiting lecturers are drawn from industry or from the day faculties of neighboring Universities. They provide a high quality of instruction and believe in the importance and value of providing continuing higher education for adults.

EXTENSION COURSES: EDUCATION

Suffolk University, in conjunction with the Hingham school district, offers the opportunity for qualified teachers and laymen to earn university credits by taking courses offered in Hingham and also at the University in Boston.

The purpose of these courses is (a) to provide accredited in-service training, (b) to contribute to the training of substitute teachers of the area, and (c) to encourage qualified adults to enter teaching by completing certain of the State Teacher Certification requirements in extension.

Experienced teachers will find that graduate degree requirements will allow them considerable latitude in the selection of electives in the areas of guidance, their teaching field, or in study and research into particular problems of our region. (Degree candidates without prior course work in professional education will be expected to follow a prescribed plan of professional courses and a minimum of electives.)

All of the courses given in the Extension Program are either required or elective courses in a Master's program.

Courses already given include: Secondary Curriculum Development, Elementary Curriculum Development, Secondary Methods, Educational Psychology, European Drama, Philosophy of Education, Teaching Methods: Remedial Speech, Educational Administration, and Modern English Poetry, Modern Innovations in Secondary Curriculum Development, Principles of Guidance, and Supervision of Student Teachers for Classroom Teachers and School Administrators.

EXTENSION COURSES: CHEMISTRY, MATHEMATICS, PHYSICS

Suffolk University, in cooperation with E. G. & G., Inc. (formerly Edgerton, Germeshausen, and Grier, Inc.), offers extension courses in Chemistry, Mathematics, and Physics leading to the masters degrees. These are taught at the E. G. & G., Inc. plant on Rte. 62 Bedford, Massachusetts by Suffolk University faculty and are open to both employees and non-employees of E. G. & G., Inc. This program has been initiated in response to the recognition by technical firms of the need for continuing education for their employees and to the desire on the part of these employees for graduate degree recognition of such work. See Section VII — Graduate Degree Programs.

COLLEGE LEVEL EXAMINATION PROGRAM

Applicants and present students may submit CLEP scores at their own option and receive advanced standing credit not to exceed a total of 60 semester hours. This testing program, developed by the College Entrance Examination Board, is intended to enable mature and talented individuals who have acquired their education in non-traditional ways (such as TV courses, tutoring, independent study, military experience, correspondence courses, on-the-job training, and work experience) to demonstrate their achievement and to receive college credit.

Examinations are scheduled monthly at a local testing center.

The five General Examinations correspond to college courses in English Composition, Humanities, Mathematics, Science, and Social Studies. The passing of these tests with a satisfactory score entitles the student to 6 semester hours credit for each test.

In addition, a growing list of Subject Examinations carry 6 semester hours of credit for each test, and a few carry 3 credits when they are considered equivalent to a one semester college course. Whenever essay sections are available, they will be required and will be corrected by the appropriate department. Courses which are not directly equivalent to those offered at Suffolk University will receive credit as electives.

The development and use of these tests is an important step toward shortening the time required for qualified adults to complete their degree requirements.

Subject Examinations now available include American Government, Analysis and Interpretation of Literature, College Algebra, College Algebra-Trigonometry, Computers and Data Processing, Educational Psychology, English Composition, General Chemistry, General Psychology, Geology, History of American Education, Human Growth and Development, Introductory Calculus, Introductory Economics, Introductory Marketing, Introductory Sociology, Money and Banking, Statistics, Tests and Measurements, Trigonometry, Western Civilization, Accounting, American History, American Literature, Biology, Business Law, English Literature, and Introduction to Business Management.

Applicants for admission to Suffolk University who have taken C.L.E.P. tests should have their scores sent to the Director of Admissions. Students presently attending Suffolk University should have their C.L.E.P. scores sent to the Dean of Students.

GRADUATE PROGRAMS

Graduate programs leading to the master's degree are offered for students who have the Bachelor's degree from Suffolk University or from another approved college. Students interested in graduate study leading to one of the graduate degrees in Education, to the Master in Business Administration degree, or to the Master of Science in Chemistry or Physics should refer to the graduate section of this bulletin.

COLLEGE OF LIBERAL ARTS AND SCIENCES

The degrees of Bachelor of Arts, Bachelor of Science, and Bachelor of Science in General Studies are offered in the College of Liberal Arts and Sciences. Major and pre-professional program requirements for these degrees may be completed evenings in the areas indicated below:

Major Fields of Study Leading to A.B. or B.S. Degree

Biology	Medical Technology
Chemistry	Philosophy
Education*	Psychology
Government	Sociology
History	

* Students planning teaching careers may elect the bulk of their courses during the evening, but should consult an advisor from the Department of Education concerning required courses (such as Student Teaching) which may be taken only in the day.

Requirements for other majors such as economics, English, French, mathematics, and Spanish can be met by a combination of day and evening courses. After completing basic requirements evenings, students can complete advanced courses in their specialized majors days during their junior and senior years on either a part-time or full-time basis. Some companies grant employees released time for this purpose.

Pre-Professional Programs

Child Care	Pre-Dental
Crime and Delinquency	Pre-Medical
Medical Technology	Pre-Optometry
Pre-Legal	Pre-Veterinarian

BACHELOR OF SCIENCE IN GENERAL STUDIES***Available Evenings Only***

The Bachelor of Science in General Studies degree is a special liberal arts program designed to make available to evening students a wider range of major subjects than is presently possible in the evening A.B. and B.S. degree programs. It combines a common core of learning in the liberal arts with specialization in two or more related areas. In the event that a student transfers to the Day Division, he can readily convert part of his Interdepartmental major to a day major, thereby meeting requirements for the A.B. or B.S. degree. The Bachelor of Science in General Studies degree is intended to meet the needs of students who seek a broad cultural background rather than preparation for admission to graduate school.

B.S. IN GENERAL STUDIES DEGREE REQUIREMENTS**GENERAL REQUIREMENTS**

	<i>Sem. Hrs.</i>
English 1.1-1.2	6
History 1.1-1.2 or 1.3-1.4	6
Humanities option*	6
Science 1.1-1.2 or 1.3-1.4	8
Social Science option*	6
Foreign language 1.1-1.2 and 2.1-2.2	12 or 6
or Mathematics 1.3-1.4	6
English 2.5-2.6 or 2.7-2.8	30 or 36
Electives	42
Major	42
	<hr/> 122 semester hours

*See list of options in Part IV—College of Liberal Arts and Sciences.

INTERDEPARTMENTAL MAJORS

The interdepartmental majors consist of 42 semester hours of work in the related areas listed below. Science majors are required to include among their major courses a Directed Study Research Project.

Humanities: courses in humanities, literature, and philosophy

Physical Science: courses in chemistry, physics, mathematics

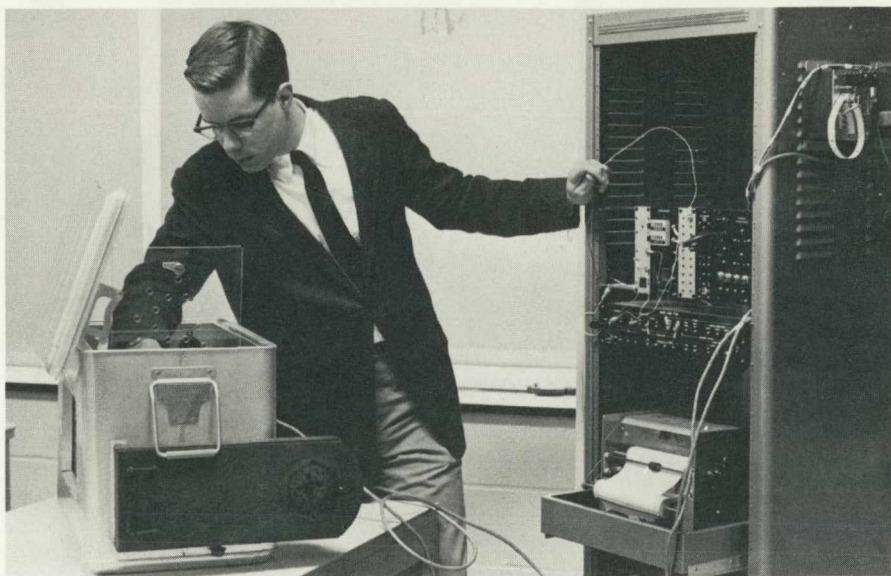
Biological Science: courses in biology and chemistry

Government-Economics

Psychology-Sociology

History-Government

History-Economics



COLLEGE OF BUSINESS ADMINISTRATION

It is the conviction of the faculty and administration that business students need not only a thorough foundation in a selected field, but also a broad background in liberal arts, humanities, science, and social science. Accordingly, approximately one-half of the courses required in the business administration program are liberal arts courses. In addition, students receive a broad background in business administration and then major in one of the following areas. Full details appear in Section VI.

Major Fields of Study

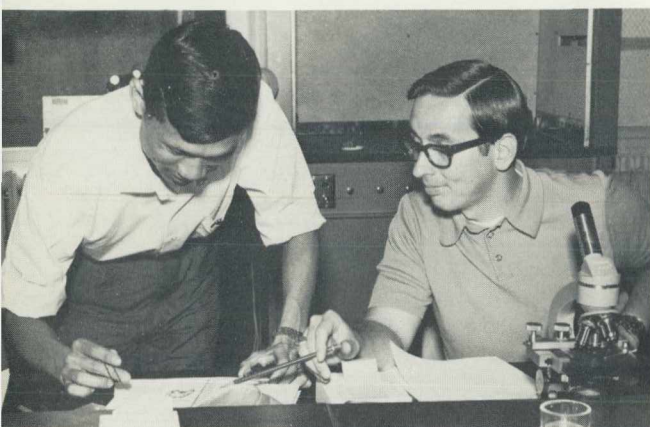
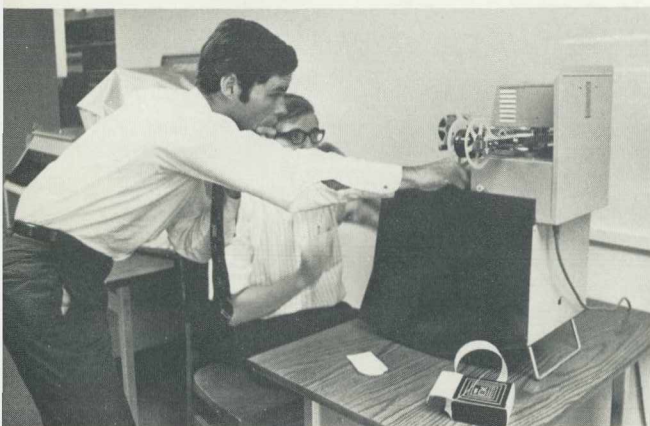
Accounting	Management
Finance and Banking	Marketing
General Business	

COMBINED PROGRAMS IN BANKING AND INSURANCE

With the cooperation of the Boston Chapter Incorporated of the American Institute of Banking, Suffolk University offers bank employees a combined program leading to the B.S. in B.A. degree with a major in Finance and Banking. Persons interested in this combined program should contact the Educational Director of the Boston Chapter for further information. This program is open only to bank employees.

With the cooperation of the School of Insurance, Inc., Suffolk University offers up to nine hours of credit for appropriate courses given at the School of Insurance. Persons interested in this combined program should contact the Director of Admissions of Suffolk University.





IX

Summer Session

Summer provides an opportunity for study, whether for pleasure, acceleration, or remedial purposes. Suffolk's quiet, air-conditioned building offers ideal conditions for summer study, and at the same time, easy access to Boston's historic, cultural and recreational activities for leisure hours. There are fewer students than during the rest of the year, classes are smaller, and contacts between faculty and students are informal. The atmosphere is conducive to stimulating discussions and quiet reflection. Recreational and cultural activities available in the Boston area range from community sailing on the Charles River to the Boston Pops.

Suffolk University conducts concurrent day and evening eight-week Summer Sessions as part of its regular degree program. Courses are equivalent in method, content, and credit to those offered during the academic year. Credit obtained in these courses may be applied toward the appropriate degrees conferred by the University and are ordinarily accepted as transfer credits by other universities. Course offerings include liberal arts, science, education, business administration and pre-professional courses. Graduate programs leading to the Master's degree are available in Education, Business Administration, Chemistry, and Physics.

A student who attends Summer Session may carry a maximum of three courses (normally nine semester hours credit)—or the equivalent of three-fifths of a semester's work—in the Day Division, or he may carry two courses (normally six semester hours credit) in the Evening Division. Day courses meet Monday through Thursday; Evening courses meet Monday, Wednesday, and Thursday evenings.



The purpose of the Summer Program is to provide undergraduate and graduate instruction for:

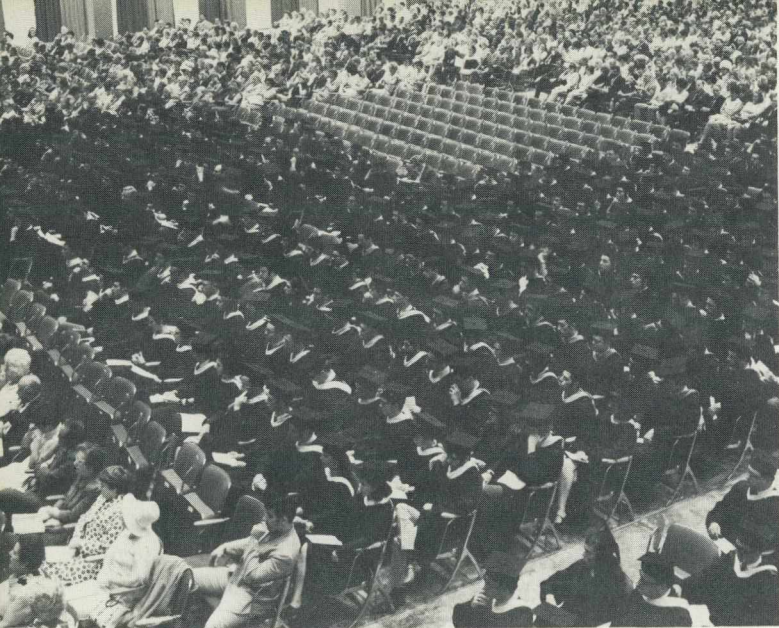
- . . . Suffolk Students who wish to accelerate their degree programs.
- . . . New Students entering degree programs.
- . . . Students who need to repeat courses.
- . . . Special Students from other colleges who wish to take credit courses for transfer.
- . . . Students who wish to enroll in a Student Teaching Program.
- . . . Teachers who want to strengthen their professional background.

Students attending Suffolk University Summer Session may enroll in a Regular Degree Program, the Summer Student-Teaching Program, or as Special Students. In addition to the information that follows, applicants should read the section on Admission.

The Regular Degree Programs are for undergraduate and graduate students who are candidates for Suffolk degrees. Applicants must apply and qualify in the normal way.

The Summer Student-Teacher Program (six to eight weeks) is designed to assist qualified candidates for elementary and secondary teaching to fulfill student teaching requirements during the Summer Session.

Special Students are students who are not presently working toward a Suffolk degree, but who wish to take summer courses at Suffolk. Admission to the Summer Session as a Special Student does not constitute admission to degree candidacy. Special Students who wish to continue their studies in the following term must make formal petition to do so.



X

Academic Regulations

REGISTRATION OF NEW STUDENTS

All new students are required to file applications as much in advance of Registration Day as possible. From November to March are the desirable months to request admission to the Fall Semester, although applications may be made later in the year for the Evening Division. On Registration Day students whose applications for admission have been accepted will make out registration forms and secure schedules prior to the opening of classes.

REGISTRATION LIMITS

Except in special cases, no student may register after the first full week in any semester. Credit will not be given for a course in which a student has not formally registered. A late registration fee of ten dollars will be required of all students who register after the last day for registration without penalty as announced in the College Calendar for any semester or summer session.

ATTENDANCE

The attendance regulations place the responsibility for class attendance upon the individual student. He is expected to attend classes regularly and punctually. The members of the student body are considered sufficiently mature to accept this personal responsibility, and to recognize and accept the consequences of failure to attend. Although no limit is placed on the number of absences allowed, it is clearly the responsibility of the student to avoid having excessive absences which will jeopardize his performance in the classroom. In the case of non-credit courses, such as Physical Education and Reading Development, students with excessive absences will be required to repeat the course.

CHANGE OF ADDRESS

Each student is required to notify the Registrar of any change of home address, change of name or address of parent or guardian, or change of his or her legal name. When a student's legal name is changed, the student must provide the Registrar with a certified copy of applicable documents authorizing such change. All students are required to notify the Registrar of any change of local address within 48 hours of such change.

STUDENT CONDUCT

Thoughtful behavior and good manners are expected at all times of students of Suffolk University. It is assumed that undergraduates will understand what constitutes acceptable conduct without specific regulations forbidding particular actions. Breaches of good conduct will be the concern of the appropriate officers or committees of the University.

For Student conduct which tends to discredit or injure the University, or violation of university rules, authorization by the Board of Trustees has been given to impose such penalty as deemed appropriate, including expulsion from the University. This authority has been generally delegated to the Student Conduct Committee, subject to review by the President or his representative. Before action is taken on any accusation of inappropriate conduct, the student concerned will be informed of the charge against him and will be given an opportunity for explanation or defense.

The University encourages students to develop their sense of civic concerns by the means appropriate to democratic action. In order to preserve and improve the democratic structure of the University itself, it provides through student-faculty-administration committees both a guarantee of due process and rich opportunity for collective study and action. At the same time, and for the same purpose, it requires that there be no interference with legitimate discourse, traffic, or business of any who have an approved association with the University. Such interference may subject the offender to action by the Student Conduct Committee up to and including suspension or expulsion.

ENFORCED WITHDRAWAL

The University reserves the right to suspend, enforce the withdrawal of, or expel a student whose academic standing or whose conduct is in its judgment unsatisfactory.

The several faculties of the schools may impose enforced withdrawal as a penalty for any breach which prevents the student from fulfilling the purpose implied by registration in the University.

Any student found guilty of participating in or inciting a riot or an unauthorized or disorderly assembly is subject to appropriate disciplinary action which may include suspension or enforced withdrawal.

PHYSICAL EDUCATION

Physical education is required of all students during their first year, with the exception of those who have had active military service. Special provisions will be made for handicapped students by the Director of Physical Education after consultation with the college and family physicians. Transfer students who have completed a year of Physical Education at another institution will be excused from this requirement. All others must complete two semesters of Physical Education before graduation.

EXAMINATIONS

Final examinations are offered in all regular courses. All students are required to take them. In addition, mid-term examinations, quizzes, special papers, and so forth are given at the discretion of the instructor.

ABSENCE FROM FINAL EXAMINATIONS

Only when incapacitating illness or other emergency makes attendance at a final examination impossible may a make-up examination be requested. The request should be made promptly (within one week) through the Dean of Students. Medical certificate or other verification should accompany the request. Authorized make-up examinations must be taken no later than the next succeeding semester. A fee of five dollars is charged for each make-up examination. A student who has completed a course with a grade of "F" is not eligible for a make-up examination.

NORMAL FULL PROGRAM

A program of five courses is considered a full load for a day student in any semester of his college career. With the time recommended to be spent in preparation (a minimum of two hours of preparation for each class meeting), this normal program should keep the full-time student busy forty-five hours per week if he is to do acceptable college work. Permission to take a sixth course may be given only by the Committee on Excess Courses.

All full-time day undergraduate students are expected to complete at least 4 courses each semester. Those who fail to do so can only continue with the permission of the dean of the college in which he is enrolled.

EXCESS COURSES

Any course, in addition to the normal five courses, is an excess course. For compelling reasons, such as the need to make up a condition or a failed course, a student may be given special permission to register for a sixth course under the following conditions:

All students during their first two full semesters in college, exclusive of summer sessions, are limited to five courses. These five courses shall include any course taken to make up deficiencies.

A student who has been in attendance at Suffolk two full semesters or more may take one additional course, provided that his honor point average during his previous semester was 2.5 or better. Application for the additional course should be made at the Registrar's Office at the time the student is planning his program in advance of Registration Day.

In all other cases, permission to take additional course must be obtained in advance from the Committee on Excess Courses. Petition forms are available in the Dean's Office.

Summer Session students at Suffolk will ordinarily be limited to a program of three courses, but may, for sufficient reason, take an additional course in accordance with the policies explained above.

Excess credits in regular courses are not permitted.

CREDITS EARNED AT OTHER SUMMER SESSIONS

Suffolk students who wish to accelerate their programs by taking summer courses *will be expected to take them at Suffolk University*. Students who commute more than forty miles, however, may be granted permission to attend another college, but must obtain written permission to do so *in advance* from the Dean of Students in order to insure acceptance of their credits. The number of transfer credits will be limited to one credit for each week of summer session attendance. Credit will be withheld unless the course work is completed with a grade of "C" or better, where "D" is the lowest passing grade. Credits earned at summer sessions in other institutions may not be counted a part of the work of the Senior Year (last 30 semester hours) in any Suffolk degree program. Courses taken in affiliated programs at Emerson College are an exception to this policy.

REPORTS

Grade reports will be issued to each student soon after the close of each semester. In addition, parents receive tentative reports of the standing of Freshman students after the middle of the Fall and Spring semesters.

CLASSIFICATION OF STUDENTS

Classification of students depends upon the number of semester hours earned prior to the first semester of the current year. Freshman standing is assigned to all those having less than twenty-four semester hours; Sophomore standing, at least twenty-four semester hours; Junior standing, at least fifty-four semester hours; Senior standing, at least eighty-four semester hours.

THE GRADING SYSTEM

All grades will be based on the following marking system:

A 90-100%	F or Fail Below 60%
B 80-89%	IP, IF Incomplete passing or failing
C 70-79%	W, WP, WF Withdrawn, withdrawn pass- or failing
D 60-69%	
Pass 60-100%	

A and B are honor grades; C represents satisfactory work; D is passing but unsatisfactory; F indicates failure; IP signifies incomplete but passing; IF signifies incomplete and failing; W signifies withdrawal from a course without prejudice during the first eight weeks of a semester or before the mid-point of a summer session; WP indicates withdrawal during the latter half of a semester or summer session for emergency reasons by a student whose attendance and work have been satisfactory; WF indicates withdrawal during the latter half of a semester or summer session by a student whose attendance and work have been unsatisfactory and carries the same honor point penalty as a grade of F. (See below.)

With the exception of "I" grades, all grades are final as reported by instructors at the close of each semester. Incomplete work may be made up not later than the end of the next semester following that in which the course was taken. After the lapse of one semester, a grade of "IF" automatically becomes an "F" and is so marked on the student's record; a grade of "IP," after the same lapse of time, becomes permanent.

HONOR POINT SYSTEM

Scholastic averages will be computed on an Honor Point system as follows:

- 4 Honor Points will be granted for each semester hour of A grade work;
- 3 Honor Points will be granted for each semester hour of B grade work;
- 2 Honor Points will be granted for each semester hour of C grade work;
- 1 Honor Point will be granted for each semester hour of D grade work;
- No Honor Points will be recorded for F grade work.

Thus, in a 3 semester hour course a grade of A will count as 12 Honor Points, a grade of B as 9 points, a grade of C as 6 points, a grade of D as 3 points, and a grade of F or WF as 0 Honor Points.

PASS-FAIL COURSES

A Pass-Fail Option is available to students in lieu of letter grades subject to the following limitations and regulations:

Eligibility is restricted to Juniors and Seniors in good academic standing and to those Junior and Senior transfer students who have completed a mini-

num of 15 semester hours of course work at Suffolk University. This option is limited to four semester courses per student.

Pass-Fail courses may not be taken in a student's major and may not be used to fulfill general college requirements or the related courses required as part of the student's area of concentration (major).

Students will designate courses as Pass-Fail on their registration forms at the time of registration. No changes from this designation to the letter grade system or vice-versa is permitted after the course-change period has elapsed at the opening of any semester or summer session.

At the end of the semester, Instructors will submit letter grades for all students except for those who have chosen to take the course on a Pass-Fail basis. The instructor and the Registrar will transcribe a Pass as P and a Fail as F for those who elected this option.

A Pass received on this basis may be applied toward fulfilling degree credits, but may not be applied toward the quality point average. A Fail is equivalent to a grade of F in calculating the quality point average.

Students planning to attend Law School or other Graduate Schools should be aware that many Professional and Graduate Schools do not look with favor upon the Pass-Fail system and prefer students to submit traditional letter grades.

THE DEAN'S LIST

The Dean's List is composed of students who are deemed worthy of recognition because of high scholastic achievement. It is divided into three groups to be designated as follows:

Highest honors will be awarded to all students who receive a scholastic average of between 3.8 and 4.0 honor points per semester hour.

High honors will be awarded to all students who obtain a scholastic average between 3.5 and 3.7 honor points per semester hour.

Honors will be awarded to all students who obtain a scholastic average between 3.0 and 3.4 honor points per semester hour.

Dean's List honors are awarded on a semester basis and are announced as soon as possible after the close of the semester.

In order to be considered for the Dean's List, a student must be in regular attendance during the appropriate semester, and shall have completed a minimum of four courses as a day-time student or at least three courses as an evening student. A failed course disqualifies a student for the Dean's List, regardless of his average.

GOOD ACADEMIC STANDING

In order to be in good academic standing in the University, a Freshman must maintain a minimum cumulative average of 1.8 honor points per semester hour of course work at the end of his first or second semester. The minimum

satisfactory average for a Sophomore at the end of his third or fourth semester is 1.9 honor points. After completing five semesters or more, each Junior or Senior must maintain a cumulative honor point average of 2.0 in order to be in good academic standing. There is a limit to the number of semesters of unsatisfactory standing allowed to any student. See "Probation" below.

READING DEVELOPMENT

Any student in the Day Division who has a reading handicap which is accompanied by evidence of scholastic underachievement may be required to take a reading development course in addition to the usual course load.

Students who fail to complete satisfactorily the required reading course and who are not in good academic standing may be subject to dismissal from the University.

ELIGIBILITY FOR DEGREE

In order to be eligible to receive a bachelor's degree from the University, a student must have at least (1) one honor point for each semester hour of credit earned in course at the University and (2) a C average (2.0) in his major courses. Four years is the normal period for earning a bachelor's degree. *A maximum of eight years is the limit for completion of part-time or interrupted degree programs.*

Transfer students must earn at least a 2.0 honor point average in courses completed at Suffolk University.

Candidates for an Associate Degree will be required to earn a proportion of honor points comparable to the number required for Bachelor's degree candidates.

GRADUATION WITH HONORS

To be eligible for a bachelor's degree with honors, a student is expected to have completed at least two years of his bachelor's degree program or its equivalent (60 semester hours) in courses taken in residence at Suffolk University. His standing is determined by the cumulative honor point average of all course work taken at Suffolk University. His degree is awarded *summa cum laude* if his cumulative average is between 3.8 and 4.0 honor points per semester hour, *magna cum laude* if his average is between 3.5 and 3.7, and *cum laude* if his average is between 3.0 and 3.4. (See Honor Point System and Dean's List above.)

APPLICATION FOR DEGREE

Students should complete an Application for Degree at the Registrar's Office during Registration for their final semester of work. In no event should this form be completed later than two months prior to the end of the final

semester of work. (December 1 for January graduates and April 1 for June graduates). August graduates must submit forms when they register for Summer Session. *Failure to comply with this requirement will delay graduation until the end of the following term.*

PROBATION AND DISMISSAL

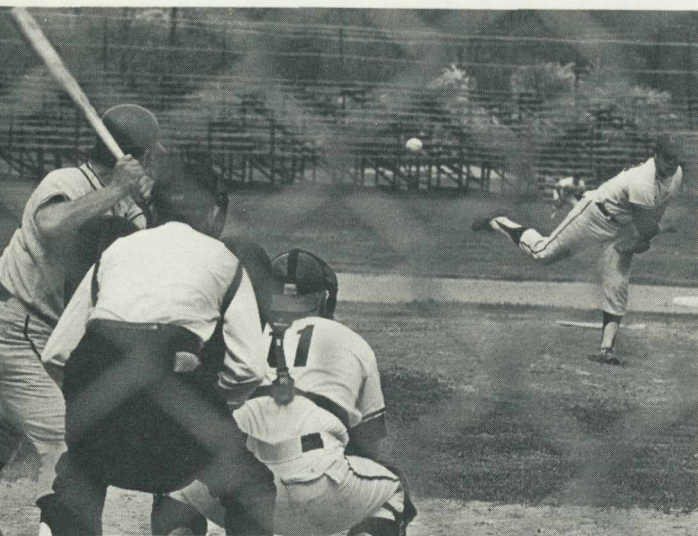
Any student who, at the end of a semester, is not in good academic standing will be placed on academic probation. A student who has been placed on probation will be given until the following semester's final grading period to establish an acceptable honor point average. Failing to achieve the satisfactory average, the student becomes subject to suspension or dismissal from the University.

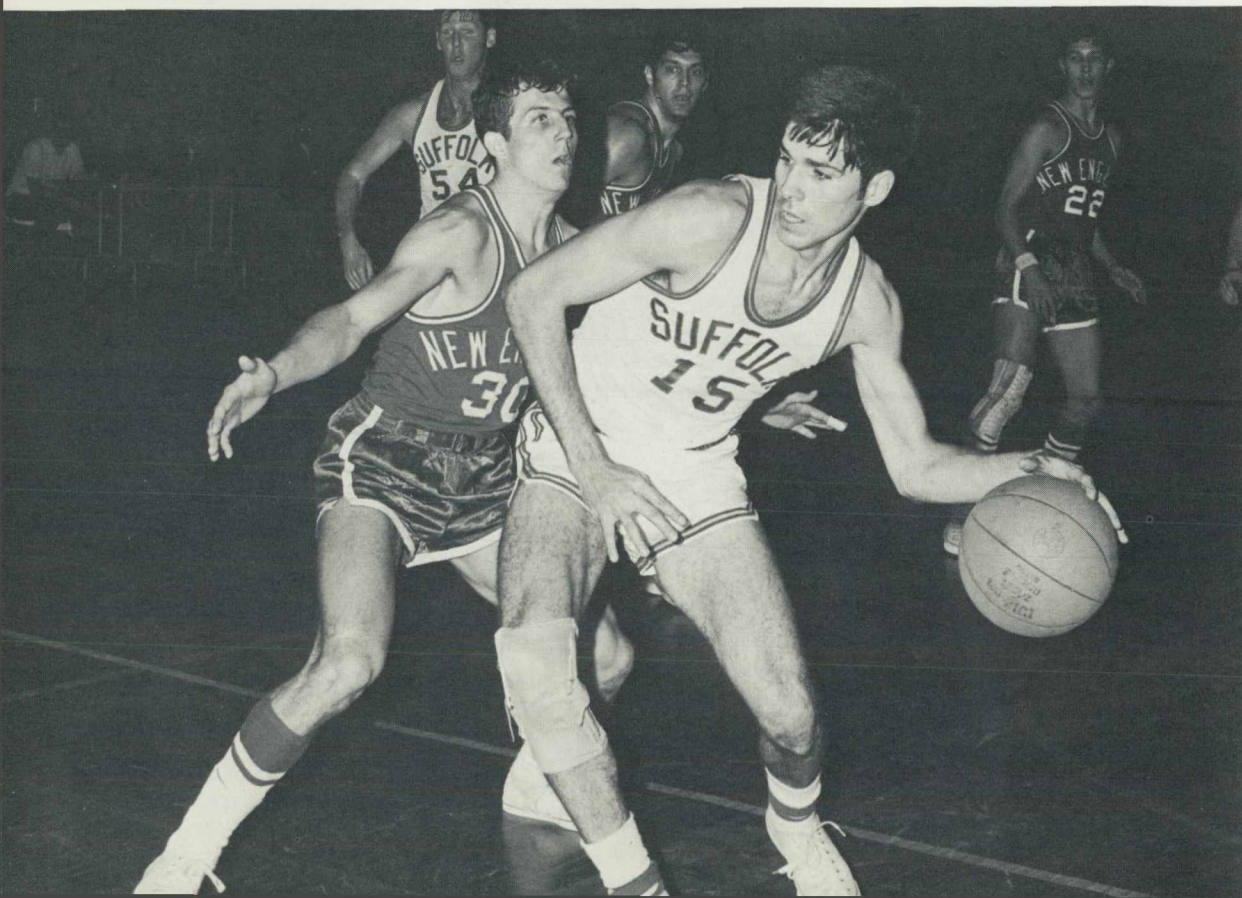
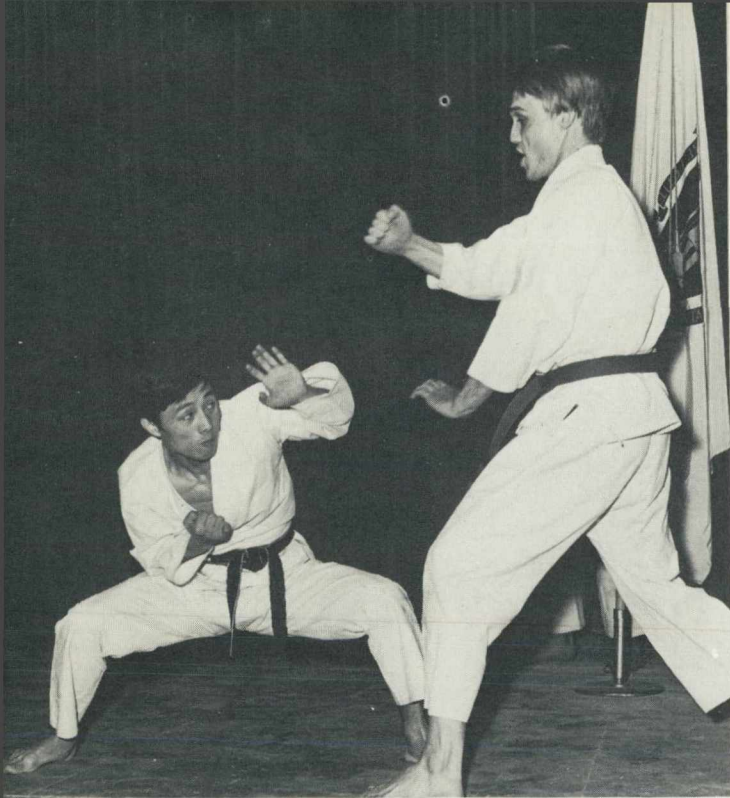
No student may represent the University in extra-curricular activities or participate in time-consuming activities while on probation.

A student who has been dismissed for academic deficiency, who believes that there were extenuating circumstances beyond his control which establish that such deficiency was not due to his lack of ability or failure to apply himself diligently, may as a matter of right file a typewritten petition to the Faculty Academic Standing Committee for reinstatement, stating therein such facts specifically and fully. Each petitioner shall submit such petition to the office of the Dean within 15 days of receipt of notice of dismissal. A filing fee of \$15 is required.

WITHDRAWAL FROM COLLEGE

If it becomes necessary for a student to withdraw from college, he is expected to give notice by coming in person to the Dean of Students. When circumstances prevent this, he or his parents are asked to write to the Dean of Students concerning the reason that requires him to leave college. He must also complete an official Withdrawal Form at the Registrar's office.





XI

Student Affairs

GENERAL INFORMATION

Boston — Center of Superior Educational Advantages

Students will find in historic Boston unrivaled opportunities for culture and recreation. The Boston Public Library System is justly famous. The State Library and the State Archives are across the street from the University. The Museum of Fine Arts on Huntington Avenue is easily accessible; Boston Common, the Public Gardens, and the Charles River Bank are nearby. To the student of history Greater Boston is world-famous for its shrines of American Liberty—Faneuil Hall, the Old State House, the Old North Church, King's Chapel, the house of Paul Revere, and the various burying grounds where historic dead are at rest. Beacon Hill and the State House form the very heart of Boston. No city in America could be more inspiring to students and certainly none more conducive to scholarship.

TRANSPORTATION

Situated on Beacon Hill, facing the State House, Suffolk University is in the very center of Boston's unrivaled transportation facilities. Every important transportation point is within easy walking distance, thus eliminating traffic delays. Applications for special student transportation tickets may be secured from the Office of the Registrar.

DORMITORY FACILITIES

Since the University is primarily an urban institution with a substantial proportion of commuting students, it does not have dormitory facilities. However, many of those enrolled come from out-of-state and foreign countries. These students and those who do not live at home, should be prepared to make their own arrangements for locating suitable living accommodations in the Boston area. The University assumes no responsibility for finding these accommodations.

PLACEMENT BUREAU

The University maintains a Placement Bureau to assist students and graduates in securing part-time or full-time employment. Students who are employed while attending classes are expected to maintain the quality of their classroom work. Full-time students should limit their part-time employment each week to hours that will not interfere with their chief objective—success in their college studies.

New day Freshmen are advised not to undertake a part-time job during their first semester. At this period, college is a new experience that demands of the Freshman a maximum of energy and time.

The Placement Bureau is a life-time source of information and aid to all Suffolk Alumni. As many Alumni have been accustomed to do, individuals who have earned their degrees a few years in the past, as well as current seniors, should feel free to request placement assistance.

UNIVERSITY LIBRARY

The Library occupies the major portion of the third floor of the building, and serves all departments of the Colleges. The reading room has seating accommodations for more than four hundred readers. It is open to faculty, students, members of the staff and alumni.

All books, except those on required reading lists, treatises, reference books in great demand, and certain particularly valuable or rare books, are on open shelves and easily accessible. Reference books do not circulate, but all other books may be borrowed for periods ranging from overnight to fourteen days. Some books on reserve for special courses must be used in the Library.

The Library is open from 8:45 a.m. to 11:00 p.m., Monday through Friday; and 8:45 a.m. to 4:45 p.m., Saturday and from 1:00 p.m. to 9:00 p.m. on Sunday during the regular school term. It is closed on all legal holidays.

The Zieman Poetry Library adjoins the College Library. This contains a collection of approximately four thousand volumes of poetry and criticism. Some of the books are rare, so the library is open only at selected hours during the week. The books are supplemented by a substantial collection of poetry recordings.

BOOKSTORE

The Bookstore is located in the basement of the Derne St. Building Annex. It has every facility for the rapid handling of textbooks and other college supplies.

DEPARTMENT OF PSYCHOLOGICAL SERVICES

The function of the Department of Psychological Services is to foster the development of the academic and personal potentialities of Suffolk students, will full regard for the special problems of those who must work to support themselves in college.

Each student is guided by individual and group counseling toward vocational and educational objectives which are realistic and appropriate in terms of being personally satisfying and socially useful. Students are helped to discover reading or other handicaps to the attainment of their educational, vocational and personal goals and to plan suitable remedial measures. Remedial programs often include use of community resources such as clinics and family service associations. The Psychological Services use a wide range of psychological tests of intelligence, aptitudes, achievement, interests, values and adjustments; libraries of educational and occupational information; and research data gathered from studies of the counseling problems of the Suffolk students as a whole and of the predictive efficiency of the various psychological tests.

An important feature of the Psychological Services at Suffolk is the provision of a Student Development Program which is designed to improve the capacities of the student for self-motivation and self-development by an integrated program of Reading Development classes, individual counseling and group discussions. The counseling and group discussions are offered by experienced psychologists.

STUDENT ACTIVITIES

Suffolk University has a well-formulated undergraduate program of student activities designed to develop and encourage personal qualities of leadership, initiative, cooperation and sportsmanship. The maintenance of a satisfactory scholastic standard, however, is a prerequisite for participation in these activities. A member of the administrative staff has been appointed to serve as Director of Student Activities. The director works closely with student groups in all matters of organization, meetings, public performances, etc. The following activities are open to all qualified students in the University:

SUFFOLK UNIVERSITY AFRO-AMERICAN CLUB

This club attempts to acquaint Afro-American students with African culture while helping these students adjust to college life at Suffolk University. It presents speakers and functions to further promote an understanding of the Afro-American's problems and goals in America.

ALPHA PHI OMEGA

Alpha Phi Omega is a unique campus-centered National Service Fraternity for college and university men. It was founded in 1925 at Lafayette College, Easton, Pennsylvania. More than 400 active chapters, including Omicron Eta of Suffolk University, are now in operation. Alpha Phi Omega is the largest fraternity in the United States and is represented by other chapters throughout the world. Alpha Phi Omega men engage in four fields of service: service to the student body and faculty; service to youth and community; service to members of the fraternity; and service to the nation as participating citizens. The men of Alpha Phi Omega recognize their responsibility to their fellows and always endeavor to remember that they "don't live in a world all their own."

ATHLETICS

Suffolk University has representative teams in Baseball, Basketball, Golf, and Tennis. Suffolk is a member of the National Collegiate Athletic Association and of the New England College Conference for Athletics.

THE BEACON

The official yearbook of Suffolk University is *The Beacon*. This book, published annually, is designed, written and edited by a staff chosen from the student body. The purpose of *The Beacon* is to furnish a permanent record of the activities and personnel of the University, giving special emphasis to the members of the graduating classes.

CHESS CLUB

The purpose of this club is to increase an individual's knowledge and ability in the game of chess. The club takes part in regional competition.

THE COALITION FOR NEW POLITICS

The purpose of this organization is to create an enlightened political awareness of the vital issues of our times within the student body of Suffolk University, and to promote, in accordance with the campaign platforms of Eugene McCarthy and Robert Kennedy, an active participation in the political process of the United States of America.

DEBATING SOCIETY

This club is organized for the purpose of developing and mastering the various techniques of argumentation. Members may participate in debates with teams from other colleges as well as round-table discussions, all designed to emphasize cogency of argument rather than eloquence of speech.

DELTA ALPHA PI SOCIETY

At the close of each term the Deans and the Faculties of the Colleges select high standing Juniors or Seniors for membership in Delta Alpha Pi. Election is an academic honor and recognizes truly superior achievement by an undergraduate enrolled in any bachelor's degree program. A student may receive this honor, represented by the Delta Alpha Pi key, at the end of the Junior Year or upon completing the first half of his Senior Year. The academic requirements for election are as follows:

Junior Year (early selection — A student who has completed 84 semester hours of college work, at least 30 of which have been completed at Suffolk University, and who has earned a cumulative honor point average of 3.4 or higher shall be eligible for early selection for the honor society.

Senior Year (final selection) — A student who has earned 102 semester hours at the end of a semester, of which at least 45 semester hours have been earned at Suffolk, and who has earned a cumulative honor point average of 3.2 or higher, shall be eligible for final selection.

DELTA SIGMA PI

Delta Sigma Pi is an international professional fraternity organized to foster the study of business in universities and formulated to encourage scholarship and association of students for their mutual advancement by research and practice; to promote a closer affiliation between the commercial world and students of commerce in order to further a higher standard of commercial ethics as well as the civic and commercial welfare of the community.

DRAMA CLUB

The Drama Club gives the student a chance to participate in the various functions within the University. Theater and dramatic work shop, such as make-up, stage setting, and acting will give the student much useful experience. Students will find that through this activity fundamental and practical experience is gained in the field of drama. All students who are interested are asked to join this activity.

EVENING DIVISION STUDENT ASSOCIATION

The Evening Division Student Association, consisting of twelve students, represents evening students in their relation with administration, promotes social and cultural activities, and works to promote the welfare of the Evening Division. The Association is a member of the International Association of Evening Student Councils.

GAMMA SIGMA SIGMA

Gamma Sigma Sigma is a National Service Sorority which renders service to the school, community and the nation. Its purpose is, "to assemble college and university women in the spirit of service to humanity." Membership is open to all female members of the student body who have a desire to be of service to their school and nation.

GLEE CLUB

The Suffolk University Glee Club is a choral group comprised of all students who enjoy group singing, both classical and popular. While enjoying the charms of musical expression, the students increase their knowledge of musical composition, harmony and appreciation.

Participating in many activities, from the local tour to the variety show, the Glee Club is given the opportunity to offer concerts before groups and audiences on special occasions.

THE GOLD KEY SOCIETY

The Gold Key Society is comprised of Suffolk undergraduate students who have been elected to receive the highest recognition for service to student activities and the University at large. These honored students are formally initiated into this organization in June. They are selected by the active Gold Key Society, and new members receive an appropriate award.

HUMANITIES CLUB

The Humanities Club has been organized to stimulate and encourage a better appreciation of the arts. The club attempts to provide a well-rounded program to meet the interests of all. Program include talks, museum visits, and discussions concerned with ancient cultures, modern foreign cultures, and our own American culture.

This club serves as a fine supplement to Humanities courses. Students have an opportunity to see some of the famous examples of art and architecture and to participate in discussions of ideas which they are studying in their courses. Although the primary objective of the club is cultural, it affords social activities which are equally enjoyable.

LITERARY CLUB

The Literary Club hopes to give its members an awareness of literature — its devices and structures, its psychological and sociological relevance, its particular delights. Even more important, the Literary Club is a group of individuals who, through discussions and writing and through the observing of films and

plays, discover new ways of creating and evaluating. Scheduled lectures, poetry readings, and panels to examine works by professional as well as student writers are stressed.

MARKETING CLUB (AMA)

The Marketing Club (formerly known as Business Club) has been affiliated with the American Marketing Association since 1951.

Activities of the club customarily include: lectures by prominent personalities on contemporary topics; field trips to business establishments in Eastern Massachusetts; one or two annual banquets featuring a prominent speaker; annual field trip to New York; participation in an annual Regional Student Marketing Conference sponsored by AMA student chapters in New England universities; appropriate awards to deserving students.

MODERN LANGUAGE CLUB

The Modern Language Club seeks to provide opportunity for a widening of intercultural understanding, and a deepening of those cultural areas that are common to peoples of different languages. Activities of the club include guest speakers, films with critiques, cooperative projects with language clubs of other institutions, field trips to nearby community points of linguistic and cultural interest, and diverse language activities.

MODERN LANGUAGE HONORS GROUP

Students who have achieved a 3.0 average in general and at least a 3.0 average in a Modern Language may be eligible for membership in the Honors Group if they are enrolled in a course beyond the intermediate level. Honors Group members are encouraged to undertake individual research on projects of special interest, and to discuss their findings at open meetings of the entire group.

NEWMAN CLUB

The Newman Club is an organization open to all Catholic and other interested students at Suffolk. The club has a threefold purpose: spiritual, social, and intellectual. Spiritually, its efforts are directed toward increasing the religious activity of the individual member. Socially, the club endeavors to give the student an opportunity to experience Christian social living. This includes not only dance or "boy-girl" socials, but any gathering of the members. Intellectually, the club sponsors various talks and discussions by prominent clergy and lay leaders in an effort to assist the student in learning to apply his religious training to his daily life, to his professional activity, and to the important issues of the day.

PHI ALPHA TAU

Phi Alpha Tau is a national honorary social service communicative arts fraternity. Membership is open to any male undergraduate or graduate student in the University. Phi Alpha Tau sponsors an annual Public Speaking Contest, conducts a radio program on station WCOP, and holds Press Conferences before the Student Assembly at which students have an opportunity to ask questions of University administrators and trustees in order to provide a direct channel of communication between students and administrators.

PHI ALPHA THETA HONOR FRATERNITY

Phi Alpha Theta, a member of the American Association of College Honor Societies and the recognized honor group in the field of history, maintains its Theta Lambda Chapter at Suffolk University. Composed of both faculty and student members, the Theta-Lambda Chapter is a flourishing group with an outstanding record. Student membership is based on (1) the completion of at least twelve semester hours of history course work with an average of 3.3 before the senior year of 3.2 in the senior year, PLUS (2) an average of 3.0 or better in at least two-thirds of all other course work at Suffolk University. Transferred credits cannot be counted in the requirements. Invitations to membership are extended, generally, during the junior and senior years. All inducted members remain permanently on the roster of Theta-Lambda Chapter.

PHI BETA CHI HONOR FRATERNITY

The Phi Beta Chi Fraternity is a national honorary fraternity organized to give recognition to high honor students in natural science; to stimulate the members to the attainment of high standards of excellence in their regular course work; and to acquaint its members with the unsolved problems of science and to cultivate an interest in investigation.

PI GAMMA MU HONOR SOCIETY

Pi Gamma Mu is the Suffolk University Chapter of the National Social Science Honor Society. To qualify for membership, students must have completed 20 semester hours of Social Science courses with a minimum average of "B". The maximum number of students who may be admitted in any years is 10% of the upperclassmen (Juniors and Seniors). Only students who stand in the upper 35% of their class may be admitted.

PHILOSOPHY CLUB

The purpose of the Philosophy Club shall be to promote the ideals in Phi Sigma Tau National Honor Society in Philosophy, and to encourage the study of philosophy at Suffolk University. Membership shall be open to all those members of the student body, the faculty, and the administration of the University who express a desire to join.

PHI SIGMA SIGMA

Phi Sigma Sigma is a national sorority whose purpose is to give service and to promote friendship and cooperation among college girls of all races, creeds, and religions, to raise the standard of college ideals, to further knowledge, to foster college ideals and to promote philanthropic endeavor.

POLITICAL SCIENCE CLUB

The Political Science Club has been organized for the purpose of promoting a more active and inquiring attitude toward political affairs. Club programs include guest speakers, group discussions, debates, and special field trips. Membership is open to all students and is especially recommended for those having a Government major or minor.

PSYCHOLOGY CLUB

Students majoring in psychology will find the Psychology Club meetings very informative. Guest speakers are invited to lecture on topics of outstanding interest and importance. Occasionally the club goes on field trips to clinics to study psychology in action.

This activity also plans to give various types of personality tests to help each member not only to know his own personality pattern but also to learn the process of giving and correcting such tests. It is suggested that a student study at least the elementary course in psychology in order to have a better understanding of the activity's normal function.

TAU KAPPA EPSILON

Tau Kappa Epsilon is a social service fraternity which serves Suffolk University as a unifying agency dedicated to creating liaison between students and the University at large through the interaction of the brothers in ten major areas: financial, educational foundation, manpower development, housing, leadership development, volunteer alumni workers, management, scholarship, selective growth, and fraternity achievement.

SCIENCE CLUB

The Science Club at Suffolk University was formed to give the student who is interested in all aspects of science a chance to develop his interests. Prominent speakers are invited to give lectures on special topics so that students may become acquainted with various aspects and problems of science. Field trips and visitations to places of scientific interest are arranged. Students majoring in a science are able to round off their classroom studies. This activity, however, is not restricted to science majors, but is open to all students interested in things scientific.

SOCIETY FOR ADVANCEMENT OF MANAGEMENT

Students of economics and business administration and others with a sincere interest in the art and science of management may apply for membership in the S. U. Chapter of S. A. M. The Society for Advancement of Management is the recognized national professional organization of management in industry, commerce, government, and education, and is the pioneer in management policy.

Through chapters in leading colleges, the University Division endeavors to strengthen management education and further the growth of all students. The basic objectives of the University program are to bring together executives in business and students preparing for business, and to provide students with the opportunity to participate in the functions and activities of management. The objectives are accomplished through meetings, conferences, news bulletins, magazines, seminars, round tables, and plant visits.

THE SOCIOLOGY CLUB

The Sociology Club is deeply involved in urban affairs as well as in all social problems currently in need of attention in contemporary American society.

STUDENT GOVERNMENT

The Student Government is an organization of representatives chosen by the students according to the terms of a constitution duly drawn up and adopted by the student body. It serves with an appointed faculty committee in the consideration and solution of problems presented by the administration and by the students. The Student Government has been most successful in its work of serving both the students and the administration in establishing and maintaining cooperation and good spirit.

SUFFOLK ISRAELITES

The Suffolk Israelites is a club open to all Jewish students attending classes at Suffolk University. The organization encourages the advancement of the cultural, religious, and educational aspects of Judaism. It also promotes social functions and engages guest lecturers on a wide range of religious and secular subjects. The object of the club is three-fold in that it attempts to acquaint the students with his cultural heritage; promote a better understanding of social values; help the student adapt himself to college life in order that he may get the most out of it.

SUFFOLK JOURNAL

The *Suffolk Journal* is the official publication of the students of Suffolk University, and has its own office in the building. Its policy is to promote and publicize all student activities and to record all school events. It is a medium for democratic expression by the students and serves as a practical laboratory for those in the department of Journalism. Those who work on the staff gain invaluable practical experience in newspaper writing and administration. News reporting, feature stories, re-writing, makeup and layout are some of the functions of this activity which help the student from a scholastic as well as a practical point of view.

SUFFOLK EVENING SHADOW

The *Suffolk Evening Shadow* is the official publication of students in the Evening Division of Suffolk University. It seeks to give responsible coverage to news stories dealing with issues of importance to students, both day and evening, by providing balanced views and by clearly distinguishing between factual reporting and editorial opinion. The *Shadow* provides an important communication bridge among students and between students and the administration.

VENTURE

Venture, the University literary magazine, sponsored by the English Department, is published biennially by students interested in the literary arts.

THE YOUNG DEMOCRATS AND THE YOUNG REPUBLICANS

These two student organizations were formed in 1965 and recognized by the Student Government in the same year. While they are recognized by the Government, they receive no financial support from it in order that no political partiality be shown. The activities of both of the groups include procurement of respected political speakers to address the interested members of the student body as well as activities in support of candidates for public office.



BEQUESTS

Gifts to Suffolk University may take the form of funds for the establishment of scholarships, professorships, or other awards; of additions to the material equipment; of contributions to the general fund, or may be unassigned. Those desiring to make a bequest to the University in their wills may be helped by the following suggested form.

LEGAL FORM OF BEQUEST

I give (devise) and bequeath to Suffolk University, Boston, Massachusetts, a corporation under the laws of the Commonwealth of Massachusetts, and its successors forever, the sum of.....dollars (or otherwise describe the gift) for its general corporate purposes (or name a particular corporate purpose).

Note: While any form of charitable trust that conforms to legal requirements will suffice, the use of this form is recommended whenever practicable.

THE UNIVERSITY RESERVES THE RIGHT TO CHANGE ANY
PROVISION OR REQUIREMENT OF THIS CATALOGUE

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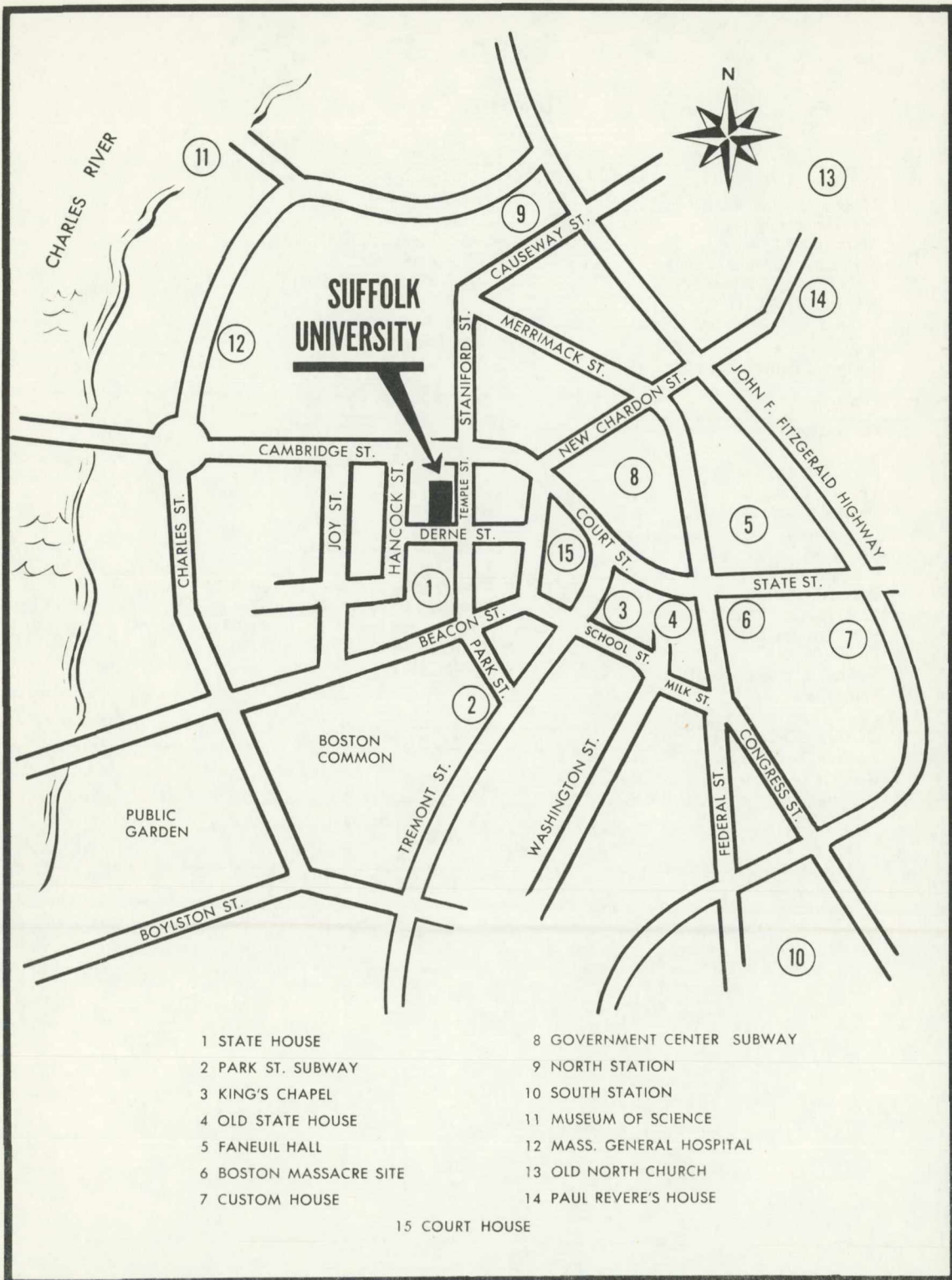
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COLLEGES AND DEPARTMENTS OF SUFFOLK UNIVERSITY

COLLEGE OF LIBERAL ARTS AND SCIENCES

Degrees: A.B., B.S.

COLLEGE OF JOURNALISM

Degree: B.S. in J.

COLLEGE OF BUSINESS ADMINISTRATION

Degree: B.S. in B.A.

GRADUATE SCHOOL OF ADMINISTRATION

Degree: M.B.A.

GRADUATE DEPARTMENT OF EDUCATION

Degrees: A.M. in Education, Ed.M.

EVENING DIVISION

Degrees: A.B., B.S. in B.A., B.S. in General Studies; Associate Degrees in Arts, Science, or Business Administration; A.M. in Education, Ed.M., M.B.A., M.S. in Chemistry, M.S. in Physics.

SUMMER SESSIONS

Day and evening undergraduate and graduate courses.

SCHOOL OF LAW

Day and Evening Sessions—Degrees: J.D., and LL.M.

SECONDARY SCHOOLS REPRESENTED

BY THE STUDENTS IN THE COLLEGES

The Students enrolled during 1969-70 in the various degree programs offered by the colleges have prepared at a large number of secondary schools throughout the United States and foreign countries. Represented in the student body are graduates of more than two hundred public and independent secondary schools in Massachusetts; graduates of over fifty secondary schools in many other states including California, Connecticut, Florida, Illinois, Maine, Maryland, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, South Carolina, and Vermont and graduates from preparatory schools in the following foreign nations: Barbados, Brazil, Canada, China, Colombia, Cuba, Egypt, Finland, France, Germany, Greece, Hong Kong, India, Iran, Ireland, Italy, Kuwait, Lebanon, Liberia, Mexico, Nigeria, Northern Ireland, Poland, Scotland, Sweden, Syria, Taiwan, Thailand, Trinidad & Tobago, Turkey and Venezuela.

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